



**US Army Corps  
of Engineers ®**

Kansas City District

# **Ranger Handbook**

# U.S. Army Corps of Engineers

## Kansas City District

### Ranger Handbook

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## **Section A: Lake Information**

### **Suggested Materials to Include for each Lake**

1. Employee, emergency, and area phone numbers
2. Lake Information (Size, features, purposes, construction date, etc.)
3. Campground Maps/Camping seasons and fees
4. Local fish and game regulations
5. Water Safety Information
6. Special Policies or Official Memorandum's that apply to your lake project.
7. Area Concessionaires Information (Licensed/Leased St. Parks, Wildlife Areas, Marinas, Outgrants, etc.)
8. Specific contract items (PA, Custodian, Refuse, Utilities, etc.)
9. Any other information that will be pertinent to your lake.

## **Section B: Introduction to the U.S. Army Corps of Engineers**

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## Brief History and Timeline

### **The History of the U.S. Army Corps of Engineers**

(Not meant to be a complete history)

- The U.S. Army Corps of Engineers was established as a permanent branch by Congress on March 16, 1802.
- The first Corps' missions were military in nature. During the Revolutionary War they built defenses.
- As the nation grew with westward expansion the Corps' mission was divided into Military and Civil Works; Civil Works missions such as flood control, navigation and potable water supplies. The first congressional appropriation for such a project was dated May 1894.
- Contracting work out began in the early years of the Corps in the River and Harbor Act of 1875 where the Secretary of the Army was told to accomplish his work by contracting out as much as possible to private contractors. This was the start to the Corps publically advertising and awarding contracts to the lowest responsible bidder.
- The Flood Control Act of 1938 declared flood control to be within the Federal realm. This launched several decades of dam building by the district.
- In 1949 the National Park Service assumed responsibilities for Lake Texoma from the Corps on a trial basis. The idea was to transfer all the lake projects to the National Park Service after the trial period. At the end of the year the National Park Service returned Lake Texoma to the Corps and refused to assume any other lake projects. The Park Service noted that operating multipurpose reservoirs did not fit in with their mission of preservation. Never the less the importances of interagency partnerships were recognized as a vital tool to manage multipurpose projects.
- The Land and Water Conservation Fund Act passed in 1964 authorizing user fees, entry fees, and annual fees.
- In 1964 the passage of the Wilderness Act stated that, "In order to assure that an increasing population, accompanied by expanding settlement and growing mechanization, does not occupy and modify all areas within the United States and its possessions, leaving no lands designated for preservation and protection in their natural condition." This testified to the increasing demand for recreational areas for all of the public to enjoy.
- The Federal Water Project Recreation Act of 1965 mandated that full consideration be given to outdoor recreation and fish and wildlife enhancement as equal project purposes. This act was applied retroactively to projects authorized before 1965.
- The National Environmental Policy Act of 1969 is one of the first policies to assure that all branches of government give proper consideration to the environment prior to undertaking any major federal action that could significantly affect the environment.

- In 1971 Title 36 that governs public use of Corps of Engineers water resources development projects was implemented.
- In 1972 nationwide citation authority was granted.
- In 1977 law enforcement contracts were put in effect for projects to obtain increased law enforcement services during peak visitation periods.
- In 1986 the Water Resources Development Act was passed. The legislation reflected general agreement that nonfederal interests can, and should, shoulder more of the financial and management burdens, that environmental considerations were intrinsic to water resources planning, and that marginal projects must be weeded out.
- In 2002 Park Rangers were authorized to carry pepper spray for personal protection. (Kansas City District)
- For a full view of the U.S. Army Corps of Engineers history visit this link:  
<http://www.usace.army.mil/About/History/BriefHistoryoftheCorps/Introduction.aspx>

## **Mission and Vision**

### **Kansas City District**

#### **Mission Statement**

The U. S. Army Engineer District, Kansas City, plans, manages and executes civil works, military, environmental, and emergency response programs within assigned areas of responsibility to support the nation's military and engineering needs.

#### **Corps Vision Statement**

The world's premier engineering organization. Trained and ready to provide support anytime, anyplace. A full spectrum Engineer Force of high quality, dedicated soldiers and civilians:

- A vital part of the Army
- The Engineer team of choice -- responding to our Nation's needs in peace and war
- A values-based organization -- Respected, Responsive and Reliable.

Changing today to meet tomorrow's challenges!

## **District History**

The Kansas City District is one of 44 districts in 9 Corps of Engineers divisions which are comprised of hundreds of area, project and resident engineer offices worldwide. Our membership serves by providing comprehensive engineering, management and technical support to the Department of Defense, other federal agencies, and state and local governments. We help defend America's security - militarily, economically and environmentally.

The Kansas City District was established in 1907. Its missions include Civil Works, Military Construction, the cleanup of Hazardous, Toxic and Radiation waste. Its Civil Works boundaries take in parts of Missouri, Kansas, Iowa, Nebraska, and Colorado. Its Military Construction boundaries encompass the states of Missouri and Kansas. It is the primary design district in 7 states and the secondary design district in 8 states for the Hazardous, Toxic, and Radiological Waste cleanup program, and facilitates the disposal of Naturally Occurring Radioactive Materials (non-fissionable materials) for the entire United States.

We have a diverse community of licensed professionals and certified technicians that are involved in direct project investigation and design activities as well as review and oversight of activities directly performed by Architect-Engineer firms under contract to the District.



# **General Information Sheet**

## **Kansas Lakes**

### **Clinton Lake**

- Completed in 1977
- Multipurpose pool elevation- 875.5
- Top multipurpose pool of surface acres- 7,000
- Shoreline miles-85
- 22,245 land acres
- Clinton lake offers an 18-hole golf course on project land
- Authorized purposes and benefits: Flood control, water supply, water quality improvement, fish and wildlife conservation, and recreation

### **Hillsdale Lake**

- Completed in 1982
- Multipurpose pool elevation- 917
- Top multipurpose pool of surface acres- 4,580
- Shoreline miles- 51
- 13,103 land acres
- Hillsdale recreation and wildlife areas are maintained by the Kansas Department of Wildlife and Parks
- Authorized purposes and benefits: Flood control, water supply, water quality improvement, fish and wildlife conservation, and recreation

### **Kanopolis Lake**

- Completed in 1948
- Multipurpose pool elevation- 1,463
- Top multipurpose pool of surface acres- 3,406
- Shoreline miles-41
- 21,121 land acres
- Kanopolis has 15 different trails and over 100 trail miles
- Kanopolis is the oldest lake in the district
- Authorized purposes and benefits: Flood control, fish and wildlife conservation, water quality improvement, and recreation

### **Melvern Lake**

- Completed in 1972
- Multipurpose pool elevation- 1036
- Top multipurpose pool of surface acres- 6,930
- Shoreline miles- 101
- 23,366 land acres
- Melvern Lake has 5 Corps of Engineers parks and 18,000 acres of land open to public use
- Authorized purposes and benefits: Flood control, water supply, water quality improvement, fish and wildlife conservation, and recreation

### **Milford Lake**

- Completed in 1966
- Multipurpose pool elevation- 1,144
- Top multipurpose pool of surface acres- 15,700
- Shoreline miles- 163
- 44,231 land acres
- KDWPT operates a fish hatchery and educational center directly below Milford dam
- Milford is the largest man-made lake in Kansas
- Authorized purposes and benefits: Flood control, water quality improvement, water supply, navigation, fish and wildlife conservation, and recreation

### **Perry Lake**

- Completed in 1970
- Multipurpose pool elevation- 891
- Top multipurpose pool of surface acres- 11,150
- Shoreline miles- 160
- 39,338 land acres
- Perry Lake has an ATV and Mountain Bike trail
- Authorized purposes and benefits: Flood control, water supply, water quality improvement, fish and wildlife conservation, and recreation

### **Pomona Lake**

- Completed in 1963
- Multipurpose pool elevation-839
- Top multipurpose pool of surface acres- 4,000
- Shoreline miles- 52
- 10,500 land acres
- Pomona Lake has 6 Corps of Engineers managed parks
- Authorized purposes and benefits: Flood control, water quality improvement, fish and wildlife conservation, and recreation

### **Tuttle Creek Lake**

- Completed in 1962
- Multipurpose pool elevation- 1,075
- Top multipurpose pool of surface acres- 12,350
- Shoreline miles- 104
- 33,643 land acres
- Tuttle Creek has 6 Corps of Engineers parks and an ATV and ORV area
- Authorized purposes and benefits: Flood control, water quality improvement, navigation, fish and wildlife conservation, and recreation

### **Wilson Lake**

- Completed in 1964
- Multipurpose pool elevation- 1,516
- Top multipurpose pool of surface acres- 9,000
- Shoreline miles- 100

- 21,796 land acres
- Wilson Lake is considered the clearest lake in Kansas
- Authorized purposes and benefits: Flood control, navigation, water quality improvement, fish and wildlife conservation, and recreation

### **Missouri Lakes**

#### **Blue Springs/Longview Lake**

- Completed in 1985
- Multipurpose pool elevation- Longview/891 Blue Springs/802
- Top multipurpose pool of surface acres- Longview/ 930 Blue Springs/720
- Shoreline miles-Longview/24 Blue Springs/ 36
- Longview/4,852 Blue springs/7,452 land acres
- Blue Springs and Longview Lake projects are operated by Jackson County Parks and Recreation
- Authorized purposes and benefits: Flood control, water quality improvement, fish and wildlife conservation, and recreation

#### **Harry S Truman Reservoir (Truman Lake)**

- Completed in 1979
- Multipurpose pool elevation- 706
- Top Multipurpose pool of surface acres- 55,600
- Shoreline miles- 958
- 164,289 land acres
- Truman Lake has 46 recreation areas, over 1,000 campsites, and 44 boat ramps
- Truman Lake is the largest lake in the district
- Authorized purposes and benefits: Flood control, hydropower, water quality improvement, fish and wildlife conservation, and recreation

#### **Long Branch Lake**

- Completed in 1980
- Multipurpose pool elevation- 791
- Top Multipurpose pool of surface acres- 2,430
- Shoreline miles- 24
- 7,744 land acres
- Missouri Department of Natural Resources manage and operate 3 parks at Long Branch Lake
- Authorized purposes and benefits: Flood control, water supply, water quality improvement, fish and wildlife conservation, and recreation

#### **Pomme de Terre Lake**

- Completed in 1961
- Multipurpose pool elevation- 839
- Top Multipurpose pool of surface acres- 7,790
- Shoreline miles- 113
- 18,335 land acres
- Pomme de Terre Lake has 10 recreational areas and 11 boat ramps
- Authorized purposes- Flood control, water quality improvement, fish and wildlife conservation, and recreation

### **Smithville Lake**

- Completed in 1977
- Multipurpose pool elevation- 864
- Top Multipurpose pool of surface acres- 7,190
- Shoreline miles- 175
- 19,709 land acres
- Smithville Lake offers a 36 hole golf course on project land
- Authorized purposes and benefits: Flood control, water supply, water quality improvement, fish and wildlife conservation, and recreation

### **Stockton Lake**

- Completed in 1969
- Multipurpose pool elevation- 867
- Top Multipurpose pool of surface acres- 24,700
- Shoreline miles- 298
- 58,788 land acres
- Stockton Lake is considered the clearest lake in the district and is also considered one of the top 10 lakes in the U.S. for sailing
- Authorized purposes and benefits: Flood control, hydropower, water quality improvement, water supply, fish and wildlife conservation, and recreation

### **Iowa and Nebraska Lakes**

#### **Rathbun Lake (IA)**

- Completed in 1969
- Multipurpose pool elevation- 904
- Top Multipurpose pool of surface acres- 11,000
- Shoreline miles- 155
- 33,909 land acres
- Rathbun Lake offers 6 Corps of Engineers parks and over 21,000 acres of public land open for use
- Authorized purposes and benefits: Flood control, water quality improvement, fish and wildlife conservation, and recreation

#### **Harlan County Lake (NE)**

- Completed in 1952
- Multipurpose pool elevation- 1,946
- Top Multipurpose pool of surface acres- 13,250
- Shoreline miles- 75
- 30,249 land acres
- Harlan County offers 7 Corps of Engineers parks and over 17,000 acres of public land open for use
- Authorized purposes and benefits: Flood control, irrigation, water quality improvement, fish and wildlife conservation, and recreation

## **Section C: Park Ranger Duties and Responsibilities**

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## Ranger Image

- 1) To most folks you will come in to contact with during the performance of your duties, YOU are the Corps of Engineers. Most people seldom come in contact with employees who work in our District or Division offices. Accordingly, it is important that the image you create is a good one. Always try to remember that in everything you do or say in front of the public, you are representing your project, district and agency.
- 2) Image
  - A. Reflection
    - i. Self-Image
      1. Knowledge
      2. Skills
      3. Abilities
    - ii. Professional Image
      1. Agency
      2. Project
  - B. Impact either good or bad on the image of the Corps of Engineers
- 3) Rangers operate in an atmosphere of conflict
  - A. Corps rangers are directed to be low-key in their enforcement approach
  - B. They are directed to take the lowest level of action necessary to bring a situation to an end
  - C. They are directed to be good public relations agents for their parks.
  - D. They are directed to enforce rules and regulations.
  - E. Rangers must remember that obtaining voluntary compliance and not punishment is our primary goal.
- 4) Power
  - A. Formal Power
    - i. **Section 234 of the Flood Control Act of 1970** – All persons designated by the Chief of Engineers for that purpose have the authority to issue a citation for violation of the regulations adopted by the Secretary of the Army.
    - ii. **Title 36 CFR** – Rules and regulations governing public use of Corps of Engineers water resources development projects.
    - iii. **EP 1130-2-550, Chapter 6** - Established the policy for providing assistance to visitors at USACE Civil Works water resource projects, under the provisions of Section 234 of the Flood Control Act of 1970.
  - B. Informal Power
    - i. Suggestion
    - ii. Persuasion
    - iii. Education and Interpretation
- 5) Enforcement Tools
  - A. Ranger Image- Friendly and Fair Authoritarian

- B. Interpretation and Education
- C. Verbal and Written Warnings
- D. Citations

6) Differences between Corps Rangers and Law Enforcement Officers

<u>Ranger</u>	<u>Law Enforcement Officer</u>
1. Enforces Title 36, CFR	1. Enforces State and Local Laws
2. May Not Arrest	2. May Arrest
3. May Not Carry Weapons	3. May Carry Weapons
4. May Not Search or Seize	4. May Search and Seize
5. May Stop but not Frisk or Detain	5. May Stop, Frisk, and Detain
6. May Conduct Daytime Surveillance	6. Conducts 24 hour Surveillance
7. May Conduct Minor On Project Investigations	7. May Conduct In Depth Criminal Investigations
8. Avoids Potentially Hazardous Situations	8. Must Confront Hazardous Situations

7) Ethics

- A. Illegal behavior is any action or inaction in violation of established laws.
- B. Unethical behavior or conduct is any nonconformance with accepted professional standards of conduct.
- C. Code of Ethics for Government Service
  - i. Full Day's Labor for a Full Day's Pay
  - ii. Seek More Efficient and Economical Ways
  - iii. Special Favors or Privileges to No One
  - iv. No Private Promises
- D. Enforcement Code of Ethics
  - i. Higher Standard is Expected of Us in Uniform
  - ii. Personal as Well as Professional Life
  - iii. Inappropriate Outside Employment
  - iv. Impartial and Consistent Enforcement
  - v. Gratuity, Conflict of Interest

## Guide for Appropriate Uniform Wear

The below “Daily Wear” should be worn during most work occasions as encountering and serving the public is generally a principal daily duty.



### DAILY WEAR - WINTER & SUMMER

This is the standard uniform normally worn on a daily basis.

**HEADGEAR:** Campaign hat (winter cap or fleece hat optional). (Ball cap or sun hat for boat patrols only.)

**OUTERWEAR:** Parka, windbreaker, overshell, fleece jacket, vest, raincoat, or sweater.

**SHIRTS:** Duty shirt, long or short sleeve, or lightweight shirt. (Turtleneck or tie optional with long sleeve shirt).

**TROUSERS / SKIRT:** Duty trousers cool or warm weather, washable trousers or cargo pants. Skirt worn 2" above or below knee.

**FOOTWEAR:** Black shoes, boots or pumps with plain toe.



“Formal” Daily Wear should be worn when performing interpretive programs. Key component to this wear is the mandatory tie with the long sleeve shirt.



### FORMAL - WINTER & SUMMER

This uniform is to be worn in Visitor Centers, for public meetings, interpretive programs, media contacts, etc.

**HEADGEAR:** Campaign hat (winter cap or fleece hat optional).

**OUTERWEAR:** Duty jacket, parka, overshell, fleece jacket, vest, rain coat, windbreaker or sweater.

**SHIRTS:** Duty shirt, long or short sleeve, or lightweight shirt. Tie required with long sleeve shirt.

**TROUSERS / SKIRT:** Duty trousers cool or warm weather, washable trousers or cargo pants. Skirt worn 2" above or below knee.

**FOOTWEAR:** Black shoes, boots or pumps with plain toe.





The “Class C” Uniform can only be worn when meeting the public is not a principal duty. These occasions could include NRM work, private dock inspections, boundary surveillance, and buoy maintenance.

## WORK OR FIELD - WINTER & SUMMER

This uniform is to be worn only during special work situations when meeting the public is not the principal duty assignment. It is not to be worn on a daily basis.

**HEADGEAR:** Ball cap, winter cap, sun hat, or fleece hat.

**OUTERWEAR:** Windbreaker, parka, overshell, fleece jacket, vest, bib overalls, work jacket, rain coat, sweater, wind / rain pants.

**SHIRTS:** Duty shirt, long or short sleeve, or lightweight shirt or polo shirt (turtleneck optional under long sleeve shirt).

**TROUSERS / SKIRT:** Brush pants, washable trousers, or cargo pants.

**FOOTWEAR:** Shoes or boots with plain toe.



“Special Duty” attire can ONLY be worn for boat, bike, or beach patrols, or when presenting beach programs. Shorts are REQUIRED under this uniform classification. The ball cap or sun hat can only be worn on boat patrol.

## SPECIAL DUTY

This uniform is to be worn only for boat, bike or beach patrols, or when presenting beach programs.

**HEADGEAR:** Campaign hat for beach patrol or interpretive program; bicycle helmet for bike patrol; ball cap or sun hat for boat patrol.

**SHIRTS:** Short sleeve duty, lightweight shirt, or polo shirt.

**SHORTS:** Shorts required.

**FOOTWEAR:** Black shoes or boots. Black deck or athletic shoes optional for boat patrol. Black athletic shoes for bike patrol.



“Class B” for court appearances and ceremonies such as Change of Command. Uniform attire should mirror the below example. Cargos are not allowed for this classification.



### COURT & CEREMONIES

Uniform for ceremonies, court appearances, political and media contacts or other formal situations.

HEADGEAR: Campaign hat

OUTERWEAR: Duty jacket required (worn zipper closed).

SHIRTS: Duty shirt with tie required.

TROUSERS / SKIRT: Duty trousers, either cool or warm weather. Skirt worn 2" above or below knee.

FOOTWEAR: Black shoes, boots or pumps with plain toe.

## Common Uniform Mistakes

**Shorts** - This is a Class D Special Use Duty Uniform. Only can be used on case-by-case basis. NOT DAILY WEAR. Used for boat, beach, and bicycle patrol and beach/boat interpretive programs. Campaign hat can be worn with shorts when conducting beach patrol or conducting interpretive programs. Ball cap can be worn with shorts for boat patrol ONLY.

**Ball Cap** - This is a Class C Work Uniform item worn on case-by-case basis. Only can be worn when conducting boat patrols or during special work conditions. Special work conditions include performing NRM work. Operational word is “performing”. Should be wearing Class B “Daily Wear” if encountering the public is included as responsibilities of daily duty.

**Jeans** - This is a Class C Work Uniform item worn on case-by-case basis. Only can be worn during special work conditions. Special work conditions include performing NRM work. Operational word is “performing”. Should be wearing Class B “Daily Wear” if encountering the public is included as responsibilities of daily duty.

**Badge** - If authorized, the badge should be worn on all shirts (except polo shirts under class C and special conditions) and outerwear (except raincoat/coveralls) regardless of the work situation.

**Polo Shirt** - Only can be worn during special work conditions. Nationally, this uniform item is the most inappropriately worn. Continued misuse may result in removal from the uniform program.

Go to this link for a uniform chart: [http://publications.usace.army.mil/publications/eng-pamphlets/EP\\_1130-2-550/c-8.pdf](http://publications.usace.army.mil/publications/eng-pamphlets/EP_1130-2-550/c-8.pdf)

## Ranger Gear (List not fully inclusive)

### Equipment

- **Binoculars**- Allows you to monitor situations from a distance before entering a potentially dangerous situation.
- **Camera**- Good for evidence when damage to USACE property has taken place.
- **Whistle** - Good for attracting attention of someone you need to talk to who is swimming or in a boat. Also, while directing traffic, it's important to be heard as well as seen.
- **Citation and Warning Book**- You cannot write one if you do not have one.
- **Notebook**- Good for taking down information, especially in emergency situations when you might not remember every detail.
- **Dependable Pen**- Needed for taking down information. Also, should check that they will write through all layers of a citation or warning.
- **Portable radio**- Crucial for communication with local law enforcement and other Corps personal in emergency situations.
- **Cell Phone**- Needed for times when communication is too lengthy for radio traffic.
- **Flashlight**- Best to put one in your vehicle at the beginning of your shift as to not forget it later on after the sun has already gone down.
- **High Power Spot Light**- Helpful when searching for someone or something at night.
- **OC Spray**- Only after proper training and you are comfortable with carrying this item. It is our last line of self defense only to be used when **YOU** are in immediate danger.
- **Multi- Tool**- Helpful when a small tool is all that is needed to repair something and you are out in the field away from the shop or work trucks.
- **Handsaw**- Needed to help clean up fallen limbs and low hanging branches.
- **Pruners**- Same as above.
- **Latex Gloves**- Needed for any medical call or anytime you are handling any other person or garbage from a campsite.
- **First Aid Supplies**- Needed for medical call's and minor cuts and scrapes.
- **AED**- Bring to any medical call, at most of our lakes other first responders or medical personal will take 10-15 minutes to be on scene. It could save an individual's life.
- **PFD and Type V Throwable Device**- Needed for potential drowning and activities on or near water.
- **Eye and Ear Protection (PPE)**- Good item for personal protection if needed.
- **Leather gloves**- Needed to protect hands when handling items that could cut or scratch them.
- **Trash bags**- Offer to campsites that have become littered as a nice way to get them to clean up the site.
- **Toilet Paper**- During times of high visitation contractors/volunteers may not be able to keep up with the high use at bathrooms. Make sure they are always stocked.
- **Day Use envelopes**- To refill empty and low day use pay stations.
- **Day Use Notices**- Needed to remind users who have forgotten to pay that it is required.
- **Lake Specific Brochures**- Maps, Regulations, Policies, Trails, etc.
- **Titles 36**- Always provide first time offenders with a copy to help educate them.
- **State Hunting Regulations**- Provide to visitors inquiring about local regulations.
- **State Fishing Regulations**- Provide to visitors inquiring about local regulations.
- **State Boating Regulations**- An education tool for us as well as the public.
- **Tool Box**- Check for hammer, pliers, screw drivers, wrenches, etc. If you may need it, bring it with you.

## Ranger Duties

- 1) The primary duties of the Corps ranger are to assist our visitors. Assistance involves many activities: providing information, seeing to visitor safety, informing visitors of the regulations, and assisting those in need of aid.
- 2) More specific duties include, but are not limited to the following:
  - A. **DAY USE FEES:** As a ranger part of your duties will be to patrol the boat ramps and beaches to enforce the day use fees program. The fees will be \$3.00 per day for the use of a boat-launching ramp, \$1.00 per person per day for the use of swimming beaches - but in no case, more than \$4.00 per vehicle per day. Payment of this fee will permit the use of similar day use facilities at any Corps project on the date of payment. There will be no fee for children under 12 years of age. An annual pass may be purchased for \$30.00. It allows the use of any Corps operated day-use facilities at any project for 12 months from the month of purchase. Holders of Golden Age or Golden Access Passports or America the Beautiful Cards will receive a 50% discount on the day user fees.
  - B. **MAINTENANCE:** You will be called to do a number of maintenance activities such as weed eating, picking up trash, cleaning fire rings, taking down signs, putting up signs, using a shovel and a number of other chores. We are simply understaffed and it gets busy in the summertime.
  - C. **PATROL:** Part of your duties will be to patrol project lands to include the parks. The object of patrol is to observe and be seen. Since you are in the public's eye on patrol, it is particularly important to maintain a professional demeanor during patrol. Remember, too many people using our facilities you are the Corps. This means obeying all traffic laws, all safety rules, and rules of courtesy. On patrol you should look for safety and maintenance problems, vandalism, theft, and visitor problems.
    - i. Patrol also involves the enforcement of rules and regulations. Temporary employees do not have citation authority, so regulation enforcement means education and persuasion. We are obligated to consider all but the most blatant of violations as being the result of ignorance or inadvertence, which is usually the case. But remember, ignorance is not an excuse. Your obligation is to contact the violators. Explain the rules and seek compliance with the visitors. Warning citations will be issued to summer rangers.
    - ii. As a Park Ranger, there is a small potential for patrol activities to place you in a dangerous situation. If you witness a crime, your obligation is to be a good witness. Do not place yourself in danger by trying to interfere with a crime in progress. And, if at any time, you are exposed to a situation you feel is dangerous, your primary obligation is to get yourself to safety - you can't help someone else by getting hurt yourself.
    - iii. Violations of state laws should be reported to the proper authorities - we have no authority to enforce state laws. Although you may provide people with information about laws, if you are **SURE** of your information.

D. **PROVIDE INFORMATION:** Visitors will look to you as a source of information. DO NOT ATTEMPT TO BLUFF about questions you're not sure about. Tell the questioner that you will find out and get back to them. Poor information is worse than none at all. Some of the information you will give out will be printed. You will need a supply of maps, fishing regulations, Corps regulations, and other handouts to assist the visitors.

E. **INTERPRETATION:** Interpretation is basically goal-oriented communications. In a park setting, interpretation is communicating with our visitors to provide them with information they need, information we need to give them, and more general information which may guide them to be more responsible resource users. Interpretation often means giving campground programs and working up displays for the visitor center and bulletin boards. The purpose behind this interpretation is to make visitors aware of water safety and the resources the project has to offer. With the goal of promoting water safety and the sense of value for the project's resources, hoping that the later will help reduce degradation of our park areas.

3) The position of Park Ranger is one of extreme importance. You are likely to be the first person the visitor will come in contact with. The impression you create at that first meeting will form the opinion campers have of, not only the lake but also you and the Corps of Engineers. Everyone likes to be greeted courteously, and visitors to the lake are no exception. The public is, after all, paying for these facilities and rightfully expects to be treated in a friendly manner. The following are some things to remember when meeting the public.

A. **KNOW YOUR JOB.** Answer questions courteously. If you don't know the answer, say so... but tell the visitor you will try and get the correct answer for them. Refer them to the project office or appropriate agency that can answer their questions.

B. **ACT FRIENDLY.** It's tough to be courteous when it is 100 degrees, you have asked several people to remove their litter or pay their day use fees and you are trying to resolve a camping permit dispute. Try and remember to always use tact and diplomacy when you are dealing with the public.

## **Patrol Techniques**

### **Vehicle Patrol**

There are many things to be aware of while patrolling campgrounds, day use areas, and licensed and leased areas. A few of the more important considerations to keep in mind when on patrol as follows:

Always obey all traffic laws and be a defensive driver.

When picking up day use fees never use the same route or pattern. We want to avoid patterns that can be tracked when we are handling money.

One wheeled camping unit and two tents OR three tents may occupy one site. Additional camping units must occupy another site.

Only two motorized vehicles are permitted at one site.

All motorized vehicles must be parked with all the wheels on paved or graveled surfaces. If adequate room is not available then boat or other non-camping trailers may be parked on the grass. Vehicles that can't be parked as stipulated, must park in approved parking areas.

Camping units and day users must have the proper permits displayed.

Quiet Hours 10:00 p.m. to 6:00 a.m.

Pets confined to a 6-foot leash.

Fireworks are prohibited on all Corps of Engineers managed land.

Camping sites should be free of excessive trash. All trash should be removed from the site upon exiting the campground.

Campers are not permitted to occupy one site for over 14 days.

Alcohol, pets or glass are prohibited in beach areas.

Visitors and employees must obey all traffic laws.

Inspect various facilities such as shower buildings, change houses, vault toilets, etc.

Inspect day use honor vault stations for vandalism, theft, or replacing materials such as pencils, pens, and envelopes.

Patrol assigned areas as much as possible. Revisit previously patrolled areas, especially on weekends.

Corps rangers may not arrest, detain, conduct searches, engage in high-speed chases, or set up roadblocks.

Corps rangers have no authority to carry weapons or items associated with law enforcement, such as handcuffs or nightsticks. They can carry mag lights, however.

Two employees per vehicle or dual patrols should be used in potential trouble areas to ensure employee safety.

Sign out and carry a hand-held radio and cellular phone when patrolling alone or when you will be away from the vehicle.

Personal contact with the public is encouraged. Talk to our visitors.

Frequently check the security of premises, gates, and buildings.

Park and watch individuals or groups behaving suspiciously.

Refuse requests to be deputized to assist local law enforcement officers.

## Bike Patrol

### Patrol Schedule

Weekend Patrols are best. They allow for more contacts with the public that we generally may not have from our patrol vehicles. Optimal times depend on the project 1830-2030. Finish with the patrol and be off the bike **BEFORE SUNSET**. On selected holiday weekends a Sunday patrol may be acceptable.

### Clothing

Uniform shorts are to be worn when performing bike patrol. Shorts are to be put on at the park before starting patrol. After bike patrol rangers are to change back into trousers before leaving the park. Bicycle helmets and gloves are to be worn at all times when riding bikes.

### Safety Equipment

First Aid Kit  
Helmet  
Gloves  
Eye Protection  
Reflectors  
Bike Owners Manual  
Odometer/Clock Manual  
Lake Maps  
Title 36  
Bike Patrol Log Sheets  
Warning Citations

### Maintenance

Inspect the frame of the bike. If there is any damage do not use it. Tires and wheels are very important. Check the tire pressure before using the bike. To check the tires, lift the bicycle and spin each tire. If it wobbles from side to side do not use the bike. If inadequacies are found on the bike report the issues to your supervisor.

### Defensive Riding

Riders share the same responsibility as motor vehicle operators. It is important to obey traffic rules in order to project a positive image on the public. Be constantly aware of motor vehicles at all times. They often do not yield the right of way to bicycles. If you're responding to an emergency call, always use your voice to alert people around you, so you can arrive quickly and safely as possible.

## Advantages

Cost comparison is much less than a motorized vehicle  
Ranger is more accessible to the public, increasing positive contacts  
Response can be much quicker in congested areas such as special events  
Promotes physical fitness

## Disadvantages

Limited equipment can be carried by the ranger  
Climate may dictate if a bike can be used

## Foot Patrol

Foot patrol is a very effective method of interaction with our visitors. It is best to do foot patrol on the weekends to ensure optimal contacts with the public. Foot patrol, like bike patrol, is a good time to have positive contacts with our visitors.

## Methods

Park and lock your vehicle in a safe place. Make sure you have a hand held radio or a cell phone with you all times so you have an avenue of communication in case of an emergency. Foot patrols are most effective in the day time when our visitors are out and about. If a foot patrol is to be done after dark it is best to have two rangers there rather than just you. This ensures the safety of the ranger. Foot patrol is also a good way for rangers to watch suspicious activity or suspected loud parties in the park without being noticed, especially after dark.

## Vessel Patrol

Vessel patrol is a great way to make our presence known on our waterways. When on lake patrol always wear your PFD. It is imperative that we set a good example for the public. We are authorized to do vessel safety checks. Check your state law to see what is required to be on the vessel.

## Towing Policy

Towing a vessel is acceptable under a limited amount of circumstances. When towing, remember YOU, THE OPERATOR, are responsible for the safety of the vessel in tow and the subjects on board. Your responsibility is to tow the vessel to the NEAREST safe mooring. A distressed vessel will be taken under tow if one of two criteria is met. (1) There is an operator/passenger emergency or mechanical equipment failure. This applies to vessels on open water only. (2) A hazardous condition exists on the vessel, i.e., fuel leaks, overloads, or fire damage.





# Department of Defense INSTRUCTION

NUMBER 6055.04

April 20, 2009

Incorporating Change 2, January 23, 2013

USD(AT&L)

SUBJECT: DoD Traffic Safety Program

## 6. VEHICLE OPERATIONS

### a. Occupant Protection (HSPG NUMBER 20)

#### (1) Safety Belts. Ensure that:

(a) All personnel within the scope of this Instruction, whether operating or riding in motor vehicles equipped with approved occupant restraint devices (lap and shoulder belts), wear these devices at all times in accordance with Executive Order 13043 (Reference (v)).

(b) The vehicle operator informs passengers of the safety belt requirement.

1. The senior ranking occupant shall ensure enforcement. For civilian employees, if the senior occupant cannot be ascertained, the driver is responsible for enforcement.

2. This requirement does not apply to passengers riding in buses not equipped with safety belts. This requirement does not mandate that vehicles manufactured prior to 1963 be retrofitted with safety belts.

(2) Child Safety Seats. Ensure that child safety seats are used in motor vehicles consistent with applicable State and local child safety seat laws or host-nation requirements. If there is no applicable requirement, the installation traffic safety program shall specify age, weight, or other criteria for child safety seat use.

(3) Vehicles Without Fixed Seats. To the extent possible, transport personnel in passenger vehicles such as sedans, station wagons, or buses. With the exception of tactical operations, do not transport personnel without fixed seats. When transported in tactical vehicles, each passenger must remain seated wholly in the body of the vehicle.

### b. Transporting Pupils (HSPG NUMBER 17)

(1) Operating DoD School Buses in the United States. Mark, equip, operate, and maintain DoD Government- or contractor-owned school buses consistent with HSPG NUMBER 17 and applicable Federal Motor Vehicle Safety Standards (Reference (p)), in addition to any contractual requirements imposed by the applicable DoD Component, to reduce the danger of injury or death to children while they are being transported to and from school or related activities.

(2) Operating DoD School Buses Outside the United States. Mark, equip, operate, and maintain DoD Government- or contractor-owned school buses consistent with applicable local, combatant command, or host-nation requirements in addition to any contractual requirements imposed by the applicable DoD Component, subject to any

applicable international agreements. Special consideration shall be given to marking of buses in regards to the local force protection and threat conditions.

c. DoD Impaired Driving Prevention Program (HSPG NUMBER 8). Implement a DoD Component impaired-driving prevention program that includes education and training on underage drinking, developing a working relationship with appropriate local authorities, and suspension of driving privileges of persons convicted of impaired driving caused by drugs or alcohol. (See Appendix 1 to this enclosure for program details.)

#### d. Driver Distractions

(1) Ensure that vehicle operators comply with applicable State, local, and host-nation laws that are more stringent than this policy regarding distractions while driving (e.g., using cell phones, text messaging).

(2) Pursuant to Reference (e), prohibit DoD personnel while driving any vehicle on or off installations on official Government business from text messaging, using cell phones, or using other hand-held electronic devices unless the vehicle is safely parked or they are using a hands-free device, except for receiving or placing calls in performance of duties from tactical or emergency vehicles or other mission-critical duties, to include law enforcement use of in-car mobile data terminals and other in-car electronic devices. Use of hands-free devices is also discouraged as creating significant distractions from safe driving performance.

(3) Pursuant to Reference (e), prohibit DoD personnel, while driving any vehicle whether or not on official Government business, from using Government-supplied electronic equipment for text messaging or other hand-held uses unless the vehicle is safely parked or they are using a hands-free device, except for receiving or placing calls in performance of duties from tactical or emergency vehicles or other mission-critical duties, to include law enforcement use of in-car mobile data terminals and other in-car electronic devices.

(4) Prohibit DoD personnel, while driving any vehicle on official Government business, from wearing any listening devices other than hearing aids, single ear-piece hands-free phone devices, and motorcycle driver/passenger intercom devices where allowed by law. Use of those devices impairs driving and masks or prevents the recognition of emergency signals, alarms, announcements, the approach of vehicles, human speech, and outside noises in general.

(5) Emphasize in safety guidance the increased mishap potential caused by distracting activities such as hand-held and hands-free cell phones, eating, drinking, and operating entertainment systems and global positional systems. In addition to the requirements of subparagraphs 6.d.(2), (3), and (4) of this enclosure, drivers should be encouraged to safely park vehicles prior to completing tasks that distract attention from operating a vehicle on official Government business or off duty. Accessory equipment should be mounted in a manner that does not interfere with the driver's line of sight.



**DEPARTMENT OF THE ARMY**  
**KANSAS CITY DISTRICT, CORPS OF ENGINEERS**  
**635 FEDERAL BUILDING**  
**KANSAS CITY, MISSOURI 64106-2824**

REPLY TO  
ATTENTION OF:  
CENWK-OD-TM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: District Vessel Lifesaving and Towing Policy

1. References:

- a. EM 385-1-15, Safety and Health Requirements Manual (September 2008).
- b. ER 1130-2-500, Project Operations, Partners and Support (Work Management Policies) (December 1996).

2. Operators of Kansas City District, Corps of Engineers, vessels are authorized to use Corps vessels and equipment to save the lives of those endangered by sudden emergency, provided that the safety of the Corps vessel and crew are not unduly jeopardized. Operators may also take action to save another vessel when it is determined that ALL the following elements are present:

- a. Life must be endangered;
- b. The incident began with a danger to life caused by sudden emergency;
- c. No action should be taken if the distressed vessel is secured at a ramp, dock, or marina or other safe harbor, or if there is no immediate danger of loss or damage before privately-owned vessels and equipment could be requested and arrive on-scene to provide assistance;
- d. There is no significant disruption to Corps work, meaning the Corps vessel should provide assistance only until the emergency is contained or privately-owned vessels and equipment can arrive and provide assistance; and
- e. The safety of the Corps vessel and crew must not be unduly jeopardized.

3. The following rules apply when taking action to save another vessel:

- a. If the distressed vessel is not in a secure location, the first choice is for the Corps vessel to issue sufficient fuel or supplies to enable the vessel to reach port safely;
- b. If safe to do so, Corps personnel may enter the distressed vessel to attempt to remedy the problem, such as restarting a motor or putting out a fire.

c. If the emergency cannot be remedied using the previous choices, towing is authorized as a last resort if the vessel will present an immediate threat of loss of property, whether of the vessel itself or collision with other vehicles or structures.

d. Do not tow a vessel that is wrecked, grounded, sunken or sinking, on fire, or when dangerous weather is likely, dangerous water conditions, maneuvering room, and vessel conditions are such that they would prevent safe towing.

4. The following examples illustrate the application of this policy:

Example 1: A powerboat's motor fails in a Corps lake. Everyone aboard is fine and the boat is afloat. In this example, there is neither danger to life nor a sudden emergency. A private towing company or the water patrol could be called before the boat could become an emergency. It would, however, be appropriate to call in a private towing company or the water patrol to assist.

Example 2: A boater severely cuts himself while fishing on the lake. The boat is fine but the boater will bleed out if not rushed to the hospital. In this situation, life is endangered by a sudden emergency, authorizing first aid, and even transport to emergency medics. However, there is no emergency need to save the boat, and the Corps should not tow it. A private towing company or the water patrol should be called to pick up the boat, before it becomes an emergency.

Example 3: A boat motor fails while on the Missouri River. Everyone aboard is fine, but the drifting boat might present a sudden emergency endangering life if it struck something or got in the way of a barge. If it is unlikely that a private towing company or water patrol could reach the scene in time to assist, and if there is no significant interference to Corps work or jeopardy to the Corps boat or crew, we may provide fuel, supplies, and tow the boat as a last resort.

Example 4: A boater severely cuts himself while fishing on the Missouri River. The boat is fine, but the boater needs emergency care, and there is no one else aboard. If no one else is aboard to operate it, the drifting boat might present a sudden emergency endangering life if it struck something or got in the way of a barge. If it is unlikely that a private towing company or water patrol could reach the scene in time to assist, and if there is no significant interference to Corps work or jeopardy to the Corps boat or crew, we may provide first aid and a tow.

Example 5: A private vessel is sinking or on fire at a boat ramp, dock, marina or other secure area. Corps vessels and equipment can be used to save the lives of those endangered by the sudden emergency. However, the vessel may not be towed since a tow in this situation would

CENWK-OD-TM

SUBJECT: District Vessel Lifesaving and Towing Policy

both threaten the Corps vessel and crew and would also primarily be a matter of convenience rather than necessity to save property.

Example 6: A mechanical failure has left a boat stranded near the rock-covered shore and strong winds have created waves that threaten to crash the vessel into rocks that would damage the hull. If it is unlikely that a private towing company or water patrol could reach the scene in time to assist, and if there is no significant interference to Corps work or jeopardy to the Corps boat or crew, we may provide fuel, supplies, and tow the boat as a last resort.

5. Once a decision has been made to tow, the following policies apply:

a. The operator is responsible for the safety of the vessel in tow and the subjects on board. It cannot be stressed enough the importance of taking every step to ensure that no one is injured and/or the towed and government vessels are not damaged in the course of a tow.

b. Whenever possible, have the operator and passengers of the towed vessel come aboard the towing vessel.

c. All occupants on the towed and/or towing vessel will wear an approved personal flotation device.

d. The Corps operator will tow the distressed vessel to the nearest safe mooring, dock, or harbor. It is not necessary to take the vessel to where the distressed operator requests. The Corps operator shall decide where and what is a safe location.

e. If possible, radio the project or river office of the emergency, time departed, location, and action taken.

f. Designate an individual to break tow whenever it is obvious that a tow cannot be accomplished in a safe manner.

g. Be extremely conscious of the position and tension on the tow line. Serious injuries and deaths have occurred when lines break while under tension. Stern towing or side-by-side towing will be evaluated, case by case, according to the vessel size, water, and wind conditions.

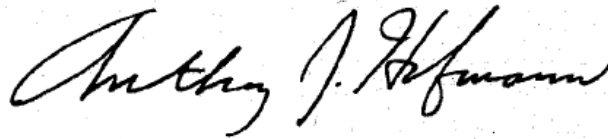
6. After providing assistance, the Corps operator will report the incident to the Operations Project Manager/Area Engineer, who shall submit a report to the Safety Office and the Chief of Operations Division, providing sufficient detail to describe the necessity for providing assistance and the outcome. The Chief of Operations Division will report the incident to the Safety Office who will then report the incident to NWD. If the Corps vessel was used to save property, the

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SUBJECT: District Vessel Lifesaving and Towing Policy

Project Manager/Area Engineer will also report the incident to Resource Management (RM), so that the owner of the distressed vessel could (when required) be billed for "out of pocket" expenses in the action, such as the cost of fuel used in the operation.

7. Remember, our responsibility is to provide assistance and not to compete or interfere with private enterprises.



ANTHONY J. HOFMANN  
Colonel, EN  
Commanding

DISTRIBUTION:

OF-CL OF-LB	OF-PT	OF-HC	OD-T
OF-CL-HI	OF-ME	OF-RA	OF-MI OD-TM
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## Water Safety Program Summary

Each of us have likely met someone who was surprised to find the Corps of Engineers involved in recreation, and even more surprised to learn that we do water safety educational outreach. A common reaction is "What does an engineering group - dam builders, no less - have to do with saving the lives of boaters and swimmers?"

The history of the Corps' early involvement in water safety is not clearly documented, but the Corps participated in early relationships with other agencies concerned with water safety as far back as the early 1950's. Corps safety experts were among the founding fathers of the National Water Safety Congress more than 50 years ago, in Nashville, TN. Once park rangers were hired for lake and waterway project staffs, it is certain that they became key players in public safety and assistance initiatives. Larger divisions, such as LRD, SAD and SWD, were among the first to put together comprehensive plans to decrease public fatalities and accidents. It was during the mid-1970's when the Chief of Engineers noted that nearly 500 lives had been lost at Corps lakes and waterways in a single year. Recognizing that more effort was needed to improve public safety in Corps areas, he issued the first official directive for the Corps to amplify their water safety educational efforts.

In 1986, the start of a centralized Corps National Water Safety Program began, when Operations became a proponent for a centralized program for product development. The product development oversight was given to HQ-IM, while program coordination was assigned to the Natural Resources Management Office. The intent of centralizing the program was to improve the professional quality of products and to assure that materials were made available unilaterally throughout the Corps.

In 1994, an agreement was negotiated with Walla Walla District, Northwestern Division, to establish a National Operation Center (NOC) for Water Safety; product development and program oversight responsibilities shifted to the NOC. This move was seen as an opportunity to maintain the centralized program while allowing for more grassroots level involvement. A product advisory committee was created to provide input into the program and improve field level involvement. The NOC manager chairs the committee, with membership comprised of NRM representatives from every Corps Division, as well as representatives from public affairs and safety offices.

Water safety programs are very important for us as rangers. Our goal is to keep our waterways safe and we do this through recreational outreach to the public. Our national water safety programs are geared towards people of all ages to gain the maximum efficiency and protect our visitors. Each year approximately half of Corps visitors engage in water-oriented recreation. This results in millions of people involved in boating, swimming, water skiing or fishing.

Given the large number of people who engage in recreation on, in, or near the water, it is inevitable that accidents will happen. As with most accidents, many of those that have occurred at Corps projects could have been avoided. Through our Visitor Assistance, Interpretive, and Water Safety programs, we can make a difference in this area.

Here are some safety tips that all interpretive and visitor assistance personnel should know so that they can be dispensed when appropriate.

### Boating Safety Tips

Make sure that all occupants of a vessel wear a personal flotation device (sometimes called a PFD or life jacket). It is the most important piece of equipment on a boat. In nation-wide boating accidents each year, 85%

of the people that die are not wearing PFD's. The law states that each occupant of a vessel must have a PFD, but having one handy does not insure that you'll be safe. According to water safety statistics it takes an average swimmer 10 minutes to put on a PFD after entering the water. First, it has to be found, and second, since they are so buoyant, it is extremely difficult to hold it in position underwater while tying or buckling. Often, PFD's are stored within a compartment inside the vessel and if the boat capsizes, it is necessary to dive or swim underwater in order to reach them. An additional, frightening fact is that 5% of people who enter the water during boating accidents are unconscious.

Get a current weather report before going out on the lake. While on the water keep an eye out for dark clouds or other signs of threatening weather and head for shore when they appear.

File a "float plan". Let someone know where you intend to go on the lake. This is very helpful during searches for boaters who are late getting home or are missing.

If your boat capsizes, stay with it. If hypothermia is a concern, you will stay warmer out of the water. If possible, climb on top of the boat. In addition to being warmer, you'll be easier for other boaters and rescuers to spot.

Know and obey all rules governing the operation of vessels. They were written to make your time on the water safe and enjoyable.

Add a whistle to your boating equipment. Electric horns do not always function properly. Your whistle will always work, is louder than most boat horns and is very inexpensive to obtain.

## Swimming Safety Tips

Never leave children unattended, even for a few minutes. They can go under very quickly. Their struggle on the surface of water can only be 20 seconds in duration.

Never swim alone. Use the "buddy system". Each year, almost half of the people who drown are alone.

Don't depend on inflatable devices to keep you afloat in water over your head, especially if you are a weak swimmer. They can deflate suddenly and place you in danger.

Finally, not enough can be said about the use of alcohol while boating or swimming. As with motor vehicle accidents, alcohol plays a part in approximately 75% of water related mishaps. Almost half of all drowning victims are legally intoxicated at the time of death. The US Coast Guard reminds us: "water and alcohol don't mix".

Link for more water safety information: <http://corpslakes.usace.army.mil/employees/watersafety/water.cfm>



## **Day-Use Fees**

The Corps of Engineers camping and day use fee programs are established under the Land and Water Conservation Fund Act of 1965, supplemented by Public Law 92-347, and amended by Public Law 93-81, Public Law 93-303, and Public Law 103-66. The law provides for the charging of special recreation use fees at designated Federal recreation areas.

The goals of the recreation use fee program are:

- to recover a portion of the cost of administering, operating, maintaining and improving specialized recreation facilities, services, or supplies;
- to distribute public use more effectively to preserve resources and reduce overcrowding;
- to support the national economy through the provision of quality recreational experiences;
- to control facility use to deter incidences of vandalism and other disruptive behavior;
- to foster a responsible user ethic among recreation users.

Fees will be charged for specialized recreation sites, facilities and services provided by the Corps of Engineers, as follows:

### **1) Campground Use Fees**

- a. A fee will be charged for single user unit campsites and group camp areas in accordance with the criteria shown in Appendix A (of ER). Single user unit campsites will be available on a first-come, first-served basis. Group camp areas may be reserved in accordance with paragraph 10.b (of ER).
- b. A charge for electrical hookups will be included in the camping fee, regardless whether the electricity is used or not. The charge will be determined using the considerations given in paragraph 4a-f. No free electrical service shall be provided.
- c. Visitors to registered campers in fee campgrounds may be charged user fees for use of the specialized facilities. If charged, the fee shall not exceed 50 percent of the single user unit camping fee.
- d. Utilizing a comparison of all components necessary, the resource manager will determine the carrying capacity, either in numbers of persons or numbers of vehicles, for each campsite under his/her management. Except in unusual circumstances, this carrying capacity will not be exceeded.
- e. The permit provided on payment of a camping fee will entitle the holders, only on the dates covered by the camping permit, to use a designated campsite and related support and recreation facilities within the boundaries of the camp area where the designated campsite is located.

### **2) Methods of Collection**

- a. Corps Personnel. Fees may be collected by uniformed Corps personnel at the entrance to the area.
- b. Contract Gate Attendants. Fees may be collected by contract gate attendants as part of their overall responsibility of providing control, information, or custodial services. Contractors will be properly identified to preclude unauthorized personnel from collecting fees. Resource

managers will arrange for frequent collections of use fees from the contractor to preclude a large buildup of cash at the gatehouse. Collection of use fees by contract gate attendants is the preferred method of collection.

- c. Multi-Area Fee Collection Stations. A multi-area fee collection station may be used where several recreation areas are grouped in the same general location. Such stations must have easy public access and must be easy for the public to identify. Multi-area fee collection stations could include project offices, visitor centers, a collection station at one of the areas being served or a station located on an access road common to all areas served. Where multi-area collection stations are used, it is especially important that there be good informational and directional signs to alert the public to the requirement for fees and to explain the location of the fee collection station.
- d. Roving Ranger. Fees may be collected by ranger personnel while on routine patrols through a fee camp area.
- e. Self Deposit Vault System. Where small and/or remote camp areas are included in the fee collection system, the Self Deposit Vault System may be used to reduce the cost of collection.

## Changes in Age and Disability Discount Passes for Recreation Fees

The U.S. Army Corps of Engineers and other federal agencies will no longer issue Golden Age and Golden Access Passports as of January 1, 2007. With the passage by Congress of the Federal Lands Recreation Enhancement Act of 2004, Public Law 108-447, these passports have been replaced with the new *America the Beautiful – the National Parks and Federal Recreational Lands Pass*: an *Interagency Senior Pass* for age-related discounts and an *Interagency Access Pass* for disability-related discounts.

The U.S. Army Corps of Engineers was not included in the Federal Lands Recreation Enhancement Act, which created the new *America the Beautiful – the National Parks and Federal Recreational Lands Pass* program authority. Although the Corps **will not sell or issue** the new passes, **we will accept** only the new *Interagency Senior* and *Interagency Access Passes* or previously issued *Golden Age* or *Access Passports* as proof of eligibility for age- and disability-related discounts. If a previously issued *Golden Age* or *Access Passports* is lost, stolen, or worn out, contact one of the agencies listed below.

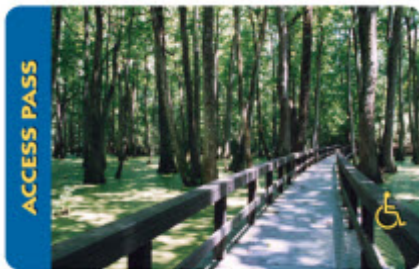
The only agencies authorized to issue the new *Interagency Senior* and *Interagency Access Passes* are the National Park Service, U.S. Fish and Wildlife Service, U.S. Forest Service, the Bureau of Land Management, and the Bureau of Reclamation. The new *Interagency Senior* and *Interagency Access Passes* can be obtained in person at any of the issuing agencies. The Corps strongly suggests that you call ahead to verify pass availability and office hours before visiting an agency location.

### **America the Beautiful – The National Parks and Federal Recreational Lands Pass – Senior Pass**



- \$10 Lifetime pass
- For U.S. citizens or permanent residents age 62 or over.
- May be obtained in person at a Federal recreation site or through the mail using this application form. Visitors must provide documentation of age and residency.
- May provide a 50 percent discount on some Expanded Amenity fees charged for facilities and services such as camping, swimming, boat launch, and specialized interpretive services.
- Generally does NOT cover or reduce special recreation permit fees or fees charged by concessionaires

### **America the Beautiful – The National Parks and Federal Recreational Lands Pass – Access Pass**



- Free
- For U.S. citizens or permanent residents with permanent disabilities.
- May be obtained in person at a Federal recreation site or through the mail using this application form. Visitors must provide documentation of permanent disability and residency or citizenship.
- May provides a 50 percent discount on some Expanded Amenity Fees charged for facilities and services such as camping, swimming, boat launching, and specialized interpretive services.
- Generally does NOT cover or reduce special recreation permit fees or fees charged by concessionaires.

## **America the Beautiful – The National Parks/Federal Recreational Lands Pass – Military Annual Pass**



- Free
- Available to US military members and their dependents in the Army, Navy, Air Force, Marines, and Coast Guard, as well as most members of the US Reserves and National Guard. Proper military ID is required (CAC Card or DOD Form 1173).
- Obtained in person at Federal recreation sites that charge entrance or standard amenity fees.
- Day-Use fees are waived for holders of this card and their dependents.
- Camping fees are waived for holders of this card who are also on mid or post deployment leave to support Overseas Contingency Operations, the card holder will also need to show proof of the mid or post deployment leave.

## **America the Beautiful – The National Parks and Federal Recreational Lands Pass – Annual Pass**



- This \$80.00 yearly pass is not valid for use with any parks or recreational areas operated by the U.S. Army Corps of Engineers

FEDERAL RECREATION AREAS WHERE INTERAGENCY PASSES ARE ISSUED						
<p><b>IMPORTANT!</b> This list is not comprehensive and may include errors; some Federal recreation sites are only open part-time or may change what passes are issued or be out of passes. Most Sites that sell the Annual Pass will also have the Military Pass available. Please contact the site(s) prior to traveling to obtain the most current information on availability of all passes.</p> <p><b>KEY:</b> NWR = National Wildlife Refuge; BLM = Bureau of Land Management; NF = National Forest; NRA = National Recreation Area; NHS = National Historic Site</p>						
FEDERAL RECREATION AREA/SITE	PHONE	CITY	STATE	WEBSITE	PASSES ISSUED?	
					ANNUAL	SENIOR ACCESS
<b>IOWA</b>						
DeSoto National Wildlife Refuge	712-642-4121	Missouri Valley	IA	<a href="http://www.fws.gov/midwestdesoto/">http://www.fws.gov/midwestdesoto/</a>	YES	YES
Herbert Hoover National Historical Site	319-643-2541	West Branch	IA	<a href="http://www.nps.gov/heho/">http://www.nps.gov/heho/</a>	YES	YES
Neal Smith National Wildlife Refuge	515-994-3400	Prairie City	IA	<a href="http://www.fws.gov/Midwest/nealsmith/">http://www.fws.gov/Midwest/nealsmith/</a>	YES	YES
Union Slough National Wildlife Refuge	515-928-2623	Tionka	IA	<a href="http://www.fws.gov/midwest/unionslough/">http://www.fws.gov/midwest/unionslough/</a>	NO	YES
<b>KANSAS</b>						
Cimarron National Grassland	620-697-4621	Elkhart	KS	<a href="http://www.fs.fed.us/r2/psicc/cim/">http://www.fs.fed.us/r2/psicc/cim/</a>	YES	YES
Great Plains Nature Center - FWS	316-683-5499	Wichita	KS	<a href="http://www.gpnc.org/">http://www.gpnc.org/</a>	NO	YES
Quivira National Wildlife Refuge	620-486-2393	Stafford	KS	<a href="http://www.fws.gov/quivira/">http://www.fws.gov/quivira/</a>	NO	YES
<b>MISSOURI</b>						
Harry S Truman National Historic Site	816-254-9929	Independence	MO	<a href="http://www.nps.gov/hstr/">http://www.nps.gov/hstr/</a>	YES	YES
Jefferson National Expansion Memorial	314-655-1700	St. Louis	MO	<a href="http://www.nps.gov/jeff/">http://www.nps.gov/jeff/</a>	YES	YES
Mark Twain NF - Ava/Cassville District	417-683-4428	Ava	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mark Twain NF - Eleven Point District	573-996-2153	Doniphan	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mark Twain NF - Houston/Cedar Creek District	417-967-4194	Houston	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mark Twain NF - Main Office	573-364-4621	Rolla	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mark Twain NF - Poplar Bluff District	573-785-1475	Poplar Bluff	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mark Twain NF - Potosi/Fredericktown District	573-438-5427	Potosi	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mark Twain NF - Salem District	573-729-6866	Salem	MO	<a href="http://www.fs.fed.us/r9/forests/marktwain/contact/">http://www.fs.fed.us/r9/forests/marktwain/contact/</a>	YES	YES
Mingo National Wildlife Refuge	573-222-3589	Puxico	MO	<a href="http://www.fws.gov/midwest/Mingo/">http://www.fws.gov/midwest/Mingo/</a>	YES	YES
Neosho National Fish Hatchery	417-451-0554	Neosho	MO	<a href="http://www.fws.gov/midwest/Neosho/">http://www.fws.gov/midwest/Neosho/</a>	NO	YES
Ozark National Scenic Riverways	573-323-4236	Van Buren	MO	<a href="http://www.nps.gov/ozar">http://www.nps.gov/ozar</a>	YES	YES
Ulysses S Grant National Historic Site	314-842-3298	St. Louis	MO	<a href="http://www.nps.gov/ulsg/">http://www.nps.gov/ulsg/</a>	YES	YES
Wilson's Creek National Battlefield	417-732-2662	Republic	MO	<a href="http://www.nps.gov/wicr/">http://www.nps.gov/wicr/</a>	YES	YES
<b>NEBRASKA</b>						
Homestead National Monument of America	402-223-3514	Beatrice	NE	<a href="http://www.nps.gov/home/">http://www.nps.gov/home/</a>	YES	YES
Nebraska National Forest - Bessey District	308-533-2257	Halsey	NE	<a href="http://www.fs.fed.us/r2/nebraska/contact/forest_grassland_offi">http://www.fs.fed.us/r2/nebraska/contact/forest_grassland_offi</a>	YES	YES
Nebraska National Forest - Main Office	308-432-0300	Chadron	NE	<a href="http://www.fs.fed.us/r2/nebraska/contact/forest_grassland_offi">http://www.fs.fed.us/r2/nebraska/contact/forest_grassland_offi</a>	YES	YES
Nebraska National Forest - Pine Ridge District	308-432-0300	Chadron	NE	<a href="http://www.fs.fed.us/r2/nebraska/contact/forest_grassland_offi">http://www.fs.fed.us/r2/nebraska/contact/forest_grassland_offi</a>	YES	YES
Scotts Bluff National Monument	308-436-9700	Gering	NE	<a href="http://www.nps.gov/scbl/">http://www.nps.gov/scbl/</a>	YES	YES

## NRRS

**Background:** In 1990 the Corps was directed to develop a plan to maintain and enhance public recreation opportunities at Corps water resource projects while reducing the Federal expenditures for recreation. A National Recreation Study was conducted, and findings from the study recommended establishing a nationwide campground reservation system. In 1995, the Corps signed an interagency agreement with the Forest Service and Bureau of Land Management for joint procurement of nationwide recreation reservation services. In December 2002 the Interior and Agriculture Agencies received direction from the Office of Management and Budget to consolidate reservation systems. Subsequently, the NRRS became part of the DOI led Recreation One Stop, E-Government initiative and a new service contact was awarded to ReserveAmerica on June 17, 2005.

**Sales Channel Information:** Advance reservations are available by toll-free reservation number (877.444.6777), through the Internet at <http://www.recreation.gov> or at selected parks.

**NRRS™ Participation:** The NRRS™ program provides "One Stop" shopping for reservations, interagency referrals and access to a wide variety of recreation facilities. The total number of reservable locations in the NRRS™ represents more than 1,700 parks and over 50,000 campsites and cabins. The Corps of Engineers has over 170 Projects and 620 parks participating in the NRRS™. ReserveAmerica is also required to conduct in-depth ORMS DAR and Field Manager Training to inform and up-date agency NRRS™ POC's on operational processes and procedures. Additional training information may be found on the Recreation.gov, ORMS application Launch Pad, under NRRS Field Support and Marketing website (User name and Password is required): <https://orms.reserveamerica.com/Start.do>

**Ranger's Role:** Make sure that you familiarize yourself with this system. Many times we are the support for our park attendants when they have issues with the system. General procedures that can have issues are: walk ins, check ins, check outs, cancelations, and refunds (check your lake projects policy on refunds before issuing). You should be able to execute all of these tasks if needed. If all else fails do not hesitate to call the NRRS helpdesk at 1-877-345-6777.

Link to NRRS Ranger Manual:

<http://corpslakes.usace.army.mil/employees/policy.cfm?Id=nrrs&Code=All>

## **Dealing with Contractors**

### 1) Dealing with contractors

#### **A. Your Interaction with Contractors**

- i. Impersonal but friendly
- ii. Fair and firm
- iii. Business-like
- iv. Cooperative
- v. Understanding

#### **B. Making decisions**

- i. Any decision about the contract should be done by the COR (Contracting Officer's Representative). The actual contracting officer is either someone in the Contracting Branch, the Project Manager, or COR Ranger.

#### **C. Dictating methods of work**

- i. Directing contractors' employees or contractors – **DO NOT**
- ii. Any time you direct a contractor it may change the scope of that contract and thus cost the government money.

Example: After a storm a large tree fell down across a camping road. A clean-up contractor asked a summer ranger if he wanted it cleaned up. The summer ranger said yes. The contractor then turned in an enormous bill to the Corps for tree removal because he was directed by a Corps employee. The Court said the wearing of a uniform makes any employee look responsible, thus the corps is responsible to pay the bill.

#### **D. Settling controversies**

- i. Direct them to the COR
- ii. Get all of the facts
- iii. Protect the interest of the Government
- iv. Don't waive contract requirements

#### **E. Who are your Contractors?**

- i. Become familiar with who does what at your project.

#### **F. Contractor's Duties**

- i. Try to become familiar with the contracts, i.e. when does the booth open on Weekdays, Fridays, and Holidays?

Example: You notice that a privy is running low on toilet paper: does the custodial contractor have an afternoon run or should you replace the paper?

#### **G. Reporting deficiencies and unsafe practices.**

- i. Report deficiencies to the contract inspector for that contract.
- ii. If you witness an unsafe practice that could threaten the health and well being of a contractor's employee or a member of the public, you can shut that contractor down until proper measures are taken. Before you act, be sure of the danger.

Example: The mowing contractor's employee is weed whipping wearing sandals and shorts. A mower is cutting too close to an occupied campsite and is throwing rocks at a camper.

#### **H. How to deal with complaints from customers**

- i. If a customer comes up to you with a complaint on a contractor give them a copy of the witness/complaint statement from section E of your handbook and have them fill it out and that you will give it to the COR (Contracting Officer's Representative) for review.
- ii. If they ask to speak to someone about the issue, take down their contact information and let them know that the COR will be in touch with them regarding the issue.

US Army Corps of Engineers  
Title 36 Collateral Forfeiture Schedule

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.1(d)	Discriminating against any person because of sex, race, creed, color, age, nationality or place of origin in the conduct of the operations under the lease, license, or concession contract	\$100.00
327.2(b)	Parking a vehicle in violation of posted restrictions and regulations	\$25.00
	Parking a vehicle as to block traffic	\$50.00
	Parking a vehicle as to impede emergency traffic	\$75.00
	Parking a vehicle as to create a safety hazard or endanger any person	\$75.00
	Parking a vehicle as to endanger property or environmental feature	\$50.00
	Parking a vehicle in handicapped parking space without proper tag or identification	\$75.00
327.2(c)	Operating and/or parking a vehicle off authorized roadways except at locations and times designated by the District Commander	\$75.00
	Taking any vehicle through, around or beyond a restricted sign, recognizable barricade, fence or traffic control barrier	\$75.00
327.2(d)	Operating a vehicle in violation of posted restrictions and regulations	\$75.00



<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.2(e)	Operating a vehicle in a careless, negligent, or reckless manner so as to endanger any person	\$125.00
	Operating a vehicle in a careless, negligent, or reckless manner so as to endanger property or environmental feature	\$100.00
327.2(f)	Using a vehicle in a designated recreation area for purposes other than entering or leaving the area or individual sites or facilities except as authorized	\$75.00
327.2(g)	Operating a vehicle without a proper and effective muffler as defined by state and local laws	\$75.00
	Operating a vehicle with an exhaust muffler cutout open or any other manner which renders the exhaust muffler ineffective in muffling the sound of engine exhaust	\$75.00
327.3(b)	Placing and/or operating any vessel or watercraft for a fee or profit upon project waters or lands except as authorized by permit, lease, license or concession contract with the Department of the Army	\$200.00
327.3(c)	Operating a vessel or watercraft on project waters in prohibited or restricted areas	\$75.00
	Operating a vessel or watercraft on project waters in violation of posted regulations and restrictions, including buoys	\$75.00
	Operating a vessel or watercraft on project waters without display of appropriate registration on board	\$75.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.3(d)	Operating a vessel or watercraft in a careless, negligent or reckless manner so as to endanger any person, property or environmental feature	\$125.00
327.3(e)	Using or allowing the use of a vessel without safety equipment on board in compliance with the U.S. Coast Guard boating safety requirements and in compliance with boating safety laws and enforced by the state in which the vessel is located	\$75.00
327.3(f)	Using a vessel or other watercraft while moored in commercial facilities, community corporate docks, or at any fixed or permanent mooring point, for overnight occupancy when such use is not incidental to recreational boating	\$75.00
	Using a vessel or other watercraft as place of habitation or residence	\$100.00
327.3(g)	Using water skis, parasails, ski-kites and similar devices in restricted areas	\$75.00
	Using water skis, parasails, ski-kites, or similar devices in a careless, negligent, or reckless manner so as to endanger any property, person or environmental feature	\$125.00
327.3(h)	Failure to remove a vessel not in actual use from project lands and waters which is not securely moored or stored at designated areas approved by the District Commander	\$75.00
	Placing of floating or stationary mooring facilities on, adjacent to, or interfering with a buoy, channel marker or other navigational aid	\$75.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.3(h)continued	Attaching or anchoring vessels to structures such as locks, dams, buoys or other structures unless authorized by the District Commander	\$75.00
327.3(i)	Using, at a project, a vessel not constructed or maintained in compliance with the standards and requirements established by the National Safe Boating Act of 1971 or promulgated pursuant to such act	\$75.00
327.3(j)	Operating a vessel or watercraft without a proper and effective exhaust muffler	\$75.00
	Operating a vessel or watercraft with an exhaust muffler cutout open, or in any other manner which renders the muffler ineffective in muffling the sound of engine exhaust	\$75.00
327.4(b)	Operating an aircraft on project lands at locations other than those designated by the District Engineer	\$100.00
327.4(c)	Operating an aircraft while on or above project waters or project lands in a careless, negligent or reckless manner so as to endanger any person, property or environmental feature	\$200.00
327.4(e)	Air delivering or retrieving, except in extreme emergencies threatening human life or serious property loss, any person, material or equipment by parachute, balloon, helicopter or other means onto or from project lands or waters without written permission of the District Commander	\$100.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.4(f2)	Operating a seaplane contrary to the prohibitions or restrictions established by the District Commander	\$100.00
327.4(f3)	Operating a seaplane on project waters contrary to U.S. Coast Guard navigation rules for powerboats or vessels	\$100.00
327.4(f4)	Mooring a seaplane in a prohibited area, or in excess of 24 hours on project waters or lands at a location not permitted by the District Commander	\$100.00
327.4(f4i)	Mooring a seaplane in an unsafe or insecure manner as to damage the rights of the Government or members of the public	\$100.00
327.4(f4ii)	Mooring of a seaplane on project lands or waters by an operator who fails to remain in the vicinity and be reasonably available to relocate the plane	\$100.00
327.4(f5)	Unauthorized commercial operation of a seaplane from project waters	\$100.00
327.4(f6)	Operating a seaplane at Corps projects between sunset and sunrise without approval from the District Commander	\$100.00
327.5(a)	Swimming, wading, snorkeling, or scuba diving at launching sites, designated mooring points, public docks, or other areas designated as prohibited by the District Commander	\$75.00
327.5(b)	Failure to display an international diver down or inland diving flag during underwater activities	\$75.00
327.5(c)	Diving, jumping or swinging from trees, bridges or other structures which cross or are adjacent to project waters	\$75.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.6	Picnicking or related day use activity in a prohibited area	\$75.00
327.7(a)	Camping in an undesignated location	\$75.00
327.7(b)	Camping at one or more campsites for a period longer than 14 days during any 30 consecutive day period without written permission from the District Commander	\$75.00
327.7(c)	Placing camping equipment or other items on a campsite and/or personal appearance at a campsite without daily occupancy for the purpose of reserving that camp site for future occupancy	\$75.00
327.7(d)	Digging or leveling of any ground or the construction of any structure without written permission from the District Commander	\$75.00
327.7(e)	Occupying or placement of any camping equipment at a campsite which is posted or otherwise marked as "reserved" without an authorized reservation for that site	\$75.00
327.8(a)	Hunting in areas or during periods prohibited by the District Commander	\$100.00
327.8(b)	Trapping in areas or during periods prohibited by the District Commander	\$75.00
327.8(c)	Fishing in swimming areas, on boat ramps or other areas designated by the District Commander as prohibited	\$75.00
327.8(d)	Violating additional restrictions pertaining to these activities established by the District Commander	\$75.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.9(a)	Improper disposal of or failure to remove garbage, trash, rubbish, litter, gray water or any other waste material or waste liquid, including human and animals wastes, generated on the project	\$100.00
327.9(b)	Bringing any household or commercial garbage, trash, rubbish, debris, dead animals or litter of any kind onto project for disposal or dumping without written permission from the District Commander	\$150.00
327.9(c)	Spilling, pumping, discharge or disposal of contaminants, pollutants, or other wastes on project lands or into project waters	\$200.00
327.9(d)	Failure to keep site free of trash and litter during the period of occupancy	\$100.00
327.9(e)	Discharging or placing sewage, galley waste, garbage, refuse, or pollutants from any vessel or watercraft into project waters	\$200.00
327.10(a)	Carrying gasoline or any other fuels onto a project or storing some within a project in containers not designed for such purposes without written permission of District Commander	\$50.00
327.10(b)	Failure to confine a fire to areas designated by the District Commander	\$75.00
	Failure to confine a fire in a fireplace, grill, or other facility designated for this purpose	\$75.00
	Leaving fire unattended or failing to completely extinguish prior to departure	\$75.00
	Burning materials that produce toxic fumes including, but not limited to, tires, plastics and other floatation materials or treated wood	\$75.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.10(c)	Improper disposal of lighted smoking materials, matches or other burning material	\$75.00
327.11(a)	Bringing or allowing dogs, cats or other pets that are not on a leash under 6 feet in length, penned, caged, or otherwise physically restrained, into developed recreation areas or adjacent waters	\$75.00
	Bringing or allowing an animal or pet, except properly trained animals assisting those with disabilities, in sanitary facilities, playgrounds, swimming beaches or any other area designated by the District Commander	\$75.00
	Allowing an animal or animals to impede or restrict otherwise full and free use of project lands and waters by the public	\$75.00
	Allowing an animal to bark or emit other noise that unreasonably disturbs other people	\$75.00
	Abandonment of any animal on project lands or waters	\$75.00
327.11(b)	Failure to properly remove and dispose of any waste produced by an animal or pet brought or allowed into designated public use areas	\$75.00
327.11(c)	Bringing or allowing horses, cattle or other livestock in camping, picnicking, swimming or other recreation areas or on trails, except in areas designated by the District Commander	\$75.00
327.11(d)	Ranging, grazing, watering or allowing unauthorized livestock on project lands or waters	\$75.00 \$35/add'l head

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.11(g)	Possessing or allowing wild or exotic pets and animals (including but not limited to cougars, lions, bears, bobcats, wolves, and snakes), or any pets or animals displaying vicious or aggressive behavior or otherwise posing a threat to public safety or deemed a public nuisance unless authorized by the District Commander	\$75.00
327.12(a)	Entering or using a project in a manner which is contrary to the schedule of visiting hours, closures or restrictions	\$75.00
327.12(b)	Creating excessive noise in a public use area between the hours of 10 p.m. and 6 a.m. or those hours designated by the District Commander, so as to unreasonably disturb another person	\$75.00
327.12(c)	Engaging in any act or conduct which interferes with, impedes, or disrupts the use of the project	\$75.00
	Engaging in any act or conduct which impairs the safety of another person	\$100.00
327.12(d)	Operating or using any audio or other sound producing or motorized equipment, including but not limited to generators, vessels or vehicles, in such a manner as to unreasonably annoy or endanger another person	\$75.00
	Exceeding state or local laws governing noise levels from motorized equipment	\$75.00
327.12(e)	Possessing and/or consuming alcoholic beverages on any portion of the project land or waters, or the entire project, where designated and posted as prohibited by the District Commander	\$75.00



<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.12(f)	Smoking in prohibited areas	\$50.00
327.13(a)	Possessing a loaded firearm, ammunition, loaded projectile firing device, bow and arrows, crossbows, or other weapon except as authorized by the District Commander	\$100.00
327.13(b)	Possessing explosives or explosive devices of any kind, including fireworks or other pyrotechnics, without having obtained written permission from the District Commander	\$75.00
327.14(a)	Destruction, injury, defacement, removal, or any alteration of public property, developed or natural, except when in accordance with written permission from the District Commander	\$200.00
327.14(b)	Cutting or the gathering of trees or parts of trees and/or the removal of wood from project lands without written permission from the District Commander	\$200.00 \$35/add'l head
327.14(c)	Gathering of dead wood on the ground in violation of posted restrictions	\$50.00
327.14(d)	Using metal detectors in areas where prohibited by the District Commander	\$50.00
327.15(a)	Abandoning, storing or leaving unattended, personal property on project lands or waters	\$75.00
327.15(b)	Placing personal property on Federal lands or waters adjacent to a private residence, facility and/or developments of any private nature for more than 24 hours without permission of the District Commander	\$75.00
327.16	Failure to deposit a found article	\$75.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.17(a)	Unauthorized advertising on project lands and/or waters by any means	\$75.00
327.18(a)	Engagement in or solicitation of business on project land or waters without the express written permission of the District Commander	\$100.00
327.18(b)	Refusing or failing to comply with any terms, clauses or conditions of any lease, license or agreements issued by the District Commander	\$100.00
327.19(a)	Refusing or failing to comply with the fee requirements or other terms or conditions of any permit issued under the provisions of this part of 327	\$100.00
327.20	Construction, placement or existence of any structure (including roads, trails, signs, non-portable hunting stands or blinds, buoys, docks or landscape features) of any kind under, upon, in or over project lands or waters without written authorization from the District Commander	\$200.00
	Violation of the terms of a permit, lease, license or other written agreement via the design, construction, placement, existence or use of any structure	\$100.00
327.21(a)	Holding special events including, but not limited to, water carnivals, boat regattas, fishing tournaments, music festivals, dramatic presentations or other special recreation programs without written permission from the District Commander	\$100.00
327.21(b)	Charging of a fee to the public by a sponsor of a special event without written approval of proposed fee schedule from the District Commander	\$100.00

<u>Section</u>	<u>Description of Violation</u>	<u>Cash Payment in Lieu of Appearance</u>
327.22(a)	Occupying any lands, buildings, vessels, or other facilities within water resource development projects as a full or part-time residence without written permission from the District Commander	\$100.00
327.22(b)	Unauthorized use of project lands and/or waters for agricultural purposes	\$200.00
327.23(c)	Failure to pay recreation use fees, and/or properly display applicable receipt, permit or pass	\$75.00
327.23(d)	Unauthorized presentation or fraudulent use of a Golden Age/Access Passport to obtain a 50 percent discount from the established use	\$75.00
327.24(a)	Resisting, opposing, impeding, intimidating, or interfering with any civilian official or employee of the U.S. Army Corps of Engineers engaged in, or on account of, the performance of his or her official duties	\$300.00
	Forcibly assaulting, attempting to kill or killing any civilian official or employee of the U.S. Army Corps of Engineers engaged in, or on account of, the performance of his or her official duties	Mandatory appearance
327.24(b)	Failing to comply with a lawful order issued by a Federal employee acting pursuant to these regulations	\$100.00
	Failing to provide a correct name, address or other information deemed necessary for identification upon request of Federal employee that is authorized to issue citations in the performance of his or her official duties	\$100.00

## **Section D: Law Enforcement/Emergency Situations/Safety**

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Page 79 - Survival Spanish

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## **Radio Procedures**

### **Corps Radio Transmissions:**

- 1) Make sure radios are set to your applicable Corps channel.
- 2) Give station number you are calling first, then your station number following.
- 3) The 10 Code is not used on Corps radios.
- 4) At the end of a transmission say “over”. To indicate that the message was received say “roger ...” When finished transmitting, say your call number followed by “clear”.

### **Police Radio Transmission:**

- 1) Make sure radios are set to your local law enforcement dispatch channel.
- 2) Give your station number first, then station number you are calling following.
- 3) Use of 10 codes on police radios is encouraged. But use plain English in an emergency, rather than taking time to look up codes. Many variations of 10 codes exist, make sure you are using the correct codes for your area.

### **All Radios:**

- 1) Always speak slowly and clearly. Be succinct. Use radios for official business only. Keep radio traffic to minimum.
- 2) Remember that many people hear you every time you talk on the radio. Be professional. Range of mobile units is about 50 miles in flat terrain. Use high ground if having trouble sending or receiving.

### **Running 28's**

Running a 28(full registration information) can be one of the most important tools Park Rangers can utilize while patrolling. When running a 28 always make sure the radio is on the appropriate station, which will most likely be the county sheriffs. Then state your radio call sign first, then the dispatch you are trying to contact (this is opposite of Corps procedure). When talking with dispatch read the license plate using the Phonetic Alphabet and if applicable the make, the model of the car, color, state of plate and in some cases the county. Most of the time the dispatch only needs the license plate but the more information the better. Also tell the dispatch of the location you are running the plate in case of an emergency.

*Scenario:* While patrolling you notice a vehicle stuck in an Ag lease field. You know this particular vehicle has a history of mudding on Corps property but do not know the exact owner. You need to know the vehicles information to decide appropriate action. The license plate on this vehicle is SU7-N6A

*Example: Running a 28*

*Ranger: Ranger 51 to county, 10-28 when ready.*

*Dispatch: Copy Ranger 51, go ahead with 28.*

*Ranger: S-Sam, U-Union, 7, N-Nora, 6, A-Adam, on a blue Ford pick-up with Missouri Plates.*

*Dispatch: Copy Ranger 51 your 28 comes back to a John Smith out of Stockton, address and phone number is available if needed.*

*Ranger: 10-4, I've made contact with the subject and will be out of the vehicle at outlet park A-loop. No further information is needed.*

Above the Ranger has contacted the county sheriffs, used 10-code, used the Phonetic Alphabet, received the subjects information, and told dispatch the location in case of an emergency. In this scenario the subject has appeared and the Ranger decided to make contact. If contact would have not been made, further information would have been needed for additional action (e.g. a citation or a written warning). Being able to effectively run a 28 is one of the most important tools Park Rangers have. Working alone or on night shifts being able to communicate and having all the information you can while going into an unknown situation is vital. Having a radio or cell phone is a lifeline that you should have on you at ALL TIMES. It may save your life.

**10-Codes will vary lake to lake and will need to be updated with the applicable version for your lake.**

**10 Codes (Procedures/Officer Details)**

**10-1** Unable to copy  
**10-2** Signal's good  
**10-3** Affirmative-Granted-Will do-Yes  
**10-4** Message received-I understand  
**10-5** Relay  
     **J1** Personnel **J2** Property, papers, est. **J3** Prisoner  
**10-6** Busy, standby  
**10-7** Out of Service  
**10-8** In Service  
**10-9** Repeat  
**10-10** On Minor detail subject to call  
**10-11** Remain in service  
**10-12** Visitors or officials present  
**10-13** Weather and road conditions  
     **J1** Flying conditions  
**10-14** Correct time  
**10-15** Have in possession  
     **J1** Personnel **J2** Property, papers, est. **J3** Prisoner  
**10-17** Urgent-Rush present detail  
**10-18** Anything for us?  
**10-19** Nothing for you  
**10-20** Location  
**10-21** Call by phone  
     **J1** At once **J2** At your convenience  
**10-22** Report in person to ....  
     **J1** At once **J2** At your convenience  
**10-23** Arrived at scene  
**10-24** Finished with last assignment  
**10-25** Disregard last information  
**10-26** Holding subject, rush reply

**10-27** Operator or Officer on Duty  
**10-28** Full registration information  
     **J1** Vehicle **J2** Drivers  
**10-29** Check records for wanted  
**Emergency or Unusual**  
**10-30** Does not conform to rules and regs.  
**10-33** Emergency traffic  
**10-34** Trouble at station-Help needed  
**10-35** Major crime alert  
**10-36** Confidential information  
**10-38** Involved in danger, need immediate assistance. (Advise location and circumstances if possible)  
**10-39** Go to ...for the purpose of  
     **J1** Observation of traffic  
     **J2** Check of traffic **J3** Roadblock

**General Use**

**10-40** Car to car  
**10-41** Beginning tour of duty  
**10-42** Ending tour of duty  
**10-44** Message received by all concerned

**Accident and Vehicle Handling**

**10-50** Accident  
     **J1** Minor **J2** Serious  
     **J3** Road blocked **J4** Fatality  
**10-51** Wrecker needed  
     **J1** Has been called  
**10-52** Ambulance needed  
     **J1** Has been called  
**10-53** Notify Coroner  
     **J1** Has been called  
**10-54** Drag racing  
**10-55** Driving while intoxicated  
     **J1** Charges will be filed **J2** Make your own case

**10-59 Convoy or escort  
Technical**

**10-61** Too weak, talk closer to mike  
**10-62** Too loud, talk farther from mike  
**10-63** frequency check  
**10-64** Give a test  
     **J1** with a voice **J2** without voice

**Fire & Forestry**

**10-70** Fire  
**10-79** Report progress of fire

**Personal Favors**

**10-82** Reserve hotel room for....  
**10-87** Pay checks out  
**10-88** Advise present phone number of...  
**10-89** Radioman (needed or will arrive)

**Personnel Alerts**

**10-90** Bank or burglar alarm  
**10-96** Use caution-mental  
**10-97** Use caution-belligerent subject may be dangerous  
**10-98** Prison or jailbreak  
**10-99** Positive stolen/wanted response from computer  
     **J1** misdemeanor **J2** Felony  
     **J3** May be armed and dangerous **J4** Use extreme caution

## Phonetic Alphabet

**A – ADAM**

**B – BOY**

**C – CHARLES**

**D – DAVID**

**E – EDWARD**

**F – FRANK**

**G – GEORGE**

**H – HENRY**

**I – IDA**

**J – JOHN**

**K – KING**

**L – LINCOLN**

**M – MARY**

**N – NORA**

**O – OCEAN**

**P – PAUL**

**Q – QUEEN**

**R – ROBERT**

**S – SAM**

**T – TOM**

**U – UNION**

**V – VICTOR**

**W – WILLIAM**

**X – X-RAY**

**Y – YOUNG**

**Z – ZEBRA**



## **Drug Information**

### **Signs of Nearby Meth labs**

Any Ranger suspecting Meth lab activity should pay attention and look for the presence of the following items, which could indicate the existence of a meth lab:

- Alcohol
- Cold Packs, or residue/used cold pack wrappers in quantity
- Ether
- Benzene
- Toluene/Paint Thinner
- Freon
- Acetone
- Chloroform
- Camp Stove Fuel/Coleman Fuel
- Starting Fluid
- Anhydrous Ammonia (commonly found in used propane tanks, with altered valves or tubes)
- “Heet”
- White Gasoline
- Phenyl -2-Propane
- Phenylacetone
- Phenylpropanolamine
- Iodine Crystals
- Red Phosphorous
- Black Iodine
- Lye (Red Devil Lye)
- Drano
- Muriatic/Hydrochloric Acid
- Battery Acid/Sulfuric Acid
- Epsom Salts
- Batteries/Lithium
- Sodium Metal
- Wooden Matches
- Propane Cylinders
- Hot Plates
- Ephedrine
- Cold Tablets
- Bronchodilators
- Energy Boosters
- Rock Salt
- Diet Aids

If you suspect a Meth Lab may be present, or if you find the above listed “precursor” items at a campsite or other area on project lands, do NOT confront the lab residence/area. Contact your shift leader. If you are alone on duty and you believe there is imminent danger to visitors of your lake project contact local law enforcement.

## **Drug Abuse**

Definition from “Emergency Care In the Streets,” Nancy L. Caroline M.D.

Drug abuse may be broadly defined as the self-administration of a drug/drugs in a manner that is not in accordance with approved medical or social patterns. This definition is partially a cultural one, and there is considerable variation from culture to culture and from time to time as to what is regarded as drug abuse. Thus, in our society, it is considered acceptable to administer narcotics under medical supervision for the relief of pain, but self-administration of the same drugs for the purpose of producing euphoria is regarded as abuse.

In many Oriental societies, on the other hand, smoking of opium was, until recently, considered socially acceptable and was practiced among the wealthiest classes. It is also noted that society’s definition of abuse often has little relation to the potential harm of the abused substance. Thus in our culture, there are no restrictions on the chronic and compulsive use of tobacco, which is known to contribute to cardiac and respiratory disease; yet the use of marihuana, whose damaging effects are not clearly established, is in some regions punishable by fines and imprisonment.

**\*\*Use extreme care and caution when dealing with drug suspects.**

**DESPERATE MEN DO DESPERATE THINGS!**

**\*\*Never taste or smell any material suspected of being a controlled substance.**

**\*\*Do not handle controlled drugs more than is absolutely necessary. After handling wash hands thoroughly.**

**\*\*Handle all chemical materials recovered with care. They may be highly flammable, caustic, or susceptible to explosion.**

**\*\*Drugs can be very dangerous. For example, LSD can be absorbed through skin pores!!**

### **Possible Signs of Use**

- 1) A sweet odor similar to burnt rope in a room, car or on clothes.
- 2) Roach – small butt end of a hand rolled marihuana cigarette.
- 3) Joint – looks like a hand rolled cigarette, usually the ends are twisted or crimped.
- 4) Roach clips – holders of the roach. These could be any number of common items such as bobby pins, or hemostats. They can be store bought in a variety of sizes and shapes.
- 5) Seeds of leaves in pockets or possessions.
- 6) Rolling papers or pipes usually hidden somewhere.
- 7) Eye drops – for covering up red eyes.
- 8) Excessive use of incense, room deodorizers or breath fresheners.
- 9) Devices for keeping the substance in, such as boxes, cans, or concealed containers.
- 10) Eating binges – and after effect in some marihuana users.
- 11) Appearance of intoxication without the smell of alcohol.
- 12) Excessive laughter
- 13) Yellowish stains on finger tips from holding the cigarettes.

### **Possible Signs of Cultivation**

- 1) Remote/Isolated areas normally providing sunlight/water
- 2) “Paths” leading to “patches” that are grown in either planters/rows/plots.

- 3) Dark green plants with unique leaf pattern that may be stalked up or tied for support at maturity.
- 4) Plants have a very strong unique odor as they mature
- 5) Will be 8 to 14 feet tall at maturity
- 6) Fertilized by liquid/granules/powders, etc.
- 7) May observe “grower” carrying tools or water back into remote area.
- 8) Sometimes protected from small animals by chicken wire at the base.
- 9) May be camouflaged by other plants, flowers, crops, trees, etc.
- 10) Can be grown indoors with grow lights.
- 11) If grow lights are used, excessive electric bills will result.
- 12) After maturity may be hung upside down to cure in trees or drying racks.
- 13) Entire area sometimes protected by booby traps or guards.

Source: Missouri State Highway Patrol Handout on Marihuana

## **Drug Paraphernalia**

“Drug paraphernalia” means all equipment, products, and materials of any kind which are used intended to be used, or designed to use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance or an imitation controlled substance in violation of this chapter. It includes but is not limited to:

- 1) Kits used intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived.
- 2) Kits used, intended for use, or designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances or imitation controlled substances.
- 3) Insomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance or an imitation controlled substance.
- 4) Testing equipment used, intended for use, or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substance or an imitation controlled substance.
- 5) Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances.
- 6) Dilutents or adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
- 7) Separation gins and sifters used, intended for use, or designed for use in removing twigs, and seeds from, or in otherwise cleaning, or refining marihuana.
- 8) Blenders, bowls, containers, spoons, mixing devices, used intended for use, or designed for use in compounding controlled substances.
- 9) Capsules, balloons, envelopes, or other small containers used, intended for use, or designed for use in packaging small quantities of controlled substance or imitation controlled substances.

- 10) Containers, and other objects used, intended for use, or designed for use in storing, or concealing controlled substances.
- 11) Hypodermic syringes, needles, or other objects, intended for use, or designed for use in parenterally injecting controlled substances into the human body.
- 12) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marihuana, cocaine, hashish, or hashish oil into the human body such as:
  - a. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls
  - b. Water pipes
  - c. Carburetion tubes or devices
  - d. Smoking and carburetion masks
  - e. Roach clips meaning objects used to hold burning material such as a marihuana cigarette that has become too small or too short to be held with the hand
  - f. Miniature cocaine spoons and cocaine vials
  - g. Chamber pipes
  - h. Electric pipes
  - i. Air driven pipes
  - j. Chillums
  - k. Bongs
  - l. Ice pipes or chillers

*AS PARK RANGERS FOR THE US ARMY CORPS OF ENGINEERS, WE HAVE NO JURISDICTION TO ENFORCE DRUG LAWS. THIS INFORMATION IS PROVIDED TO HEIGHTEN YOUR AWARENESS ON WHAT YOU MIGHT WALK INTO IN VARIOUS SITUATIONS.*



**US Army Corps  
of Engineers**



**U.S. Army Corps of Engineers  
Operational Protection Division  
Directorate Contingency Operations**

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18 May, 2012

### **Criminal Alert Notice**

(U) A criminal alert notice may contain raw, unevaluated information and does not indicate an imminent or credible threat. This notice is provided as a way to disseminate information about a situation or event that is deemed to be of interest to USACE and/or Dams Sector personnel.

### **(U//FOUO) Threat and Dangers of the Shake-and-Bake Method for Methamphetamine**

#### **(U) Emergence of the Shake-and-Bake Method**

(U//FOUO) In response to restrictions on pseudoephedrine (PSE) sales, users have searched for a new way to cook methamphetamine with smaller amounts of PSE. The PSE sales restriction in the U.S. led to the growing trend called "smurfing." Smurfing involves the activities of individuals who drive throughout an area and purchase up to the legal limit medications containing PSE from numerous stores for use in large labs (usually involves inter-state smurfing operations) or personal use. A typical smurfing operation (or cell) consists of approximately 30 smurfers that purchase PSE pills from up to 20 stores every day. In this situation, the amount of PSE collected per day can be enough to produce about four pounds of methamphetamine. Using the shake-and-bake method, cooking methamphetamine takes minutes rather than hours. The process needs very few easily accessible items, and uses only a handful of PSE pills, rather than hundreds. Essentially, smurfing and the shake-and-bake method for producing methamphetamine have effectively circumvented laws restricting PSE sales.

(U//FOUO) Due to a 2008 law passed in Mexico prohibiting the importation of ephedrine and PSE, methamphetamine produced in Mexico is typically made using P-2-P, a different kind of precursor that can be used to replace PSE, known as the biker method. However, methamphetamine made

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from P-2-P is half as potent as the methamphetamine made from PSE. The higher potency has made the shake-and-bake methamphetamine more popular.

**(U//FOUO)** Typically, all the necessary ingredients are mixed in a 2-liter bottle. The ingredients include, but are not limited to: water, PSE, anhydrous ammonia, and lithium, lithium batteries are a typical source. The bottle is shaken for a couple of minutes, then slowly de-gassed, and cooled. Once the reaction is complete, a crystalline powder remains that can be snorted, injected, or smoked. There are two primary dangers that come from this method:

1. **(U)** The initial chemical reaction creates pressure that exceeds the normal amount for which the soda bottle was designed. If the bottle ruptures or bursts, the lithium is exposed to air and creates an explosive fireball.
2. **(U)** After the reaction, users will often discard the bottle still containing poisonous gases and residue, posing a possible inhalation or explosive hazard to anyone coming across it.



**(U)** Examples of typical bottles used for shake-and-bake.

**(U//FOUO) OPD COMMENTS:** If the user makes any mistake in the process, the bottle can explode and cause severe burns, blindness, disfigurement, or possibly death. As popularity with this method has increased, so has the number of burn victims in hospitals. National surveys have indicated that up to a third of new patients in some burn clinics were injured while attempting to make methamphetamine.

**(U//FOUO)** The use of the shake-and-bake method increases the potential dangers to USACE employees and visitors. These dangers include explosions, fires, and exposure to poisonous and toxic chemicals. It is suggested that if indications of methamphetamine production is present or been used the vicinity, any containers or vessels should not be touched or disturbed. If a bottle was used to cook methamphetamine, it may contain substances that are harmful if touched, inhaled, or if disturbed could be an explosive hazard. These bottles will typically contain a brown or white/milky residue. Shaking or moving the bottle could cause the chemicals to recommence the reaction.

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(U//FOUO) There have been numerous incidents of methamphetamine production on USACE property. Most incidents involve garbage from its production dumped on USACE property. In 2011 a lab exploded on the end of a dock.



**Methamphetamine Explosion on USACE Property**

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## **RANGER SAFETY**

### **Warning Signs – “Red Flags”**

To safely and successfully deal with routine and high risk situations an officer must assess the threat potential. There are certain warning signs, or “Red Flags”, that must be recognized as threat indicators. These warning signs have been identified:

- 1) Prior knowledge of problems in an area.
- 2) A suspect fleeing for no apparent reason is a threat indicator.
- 3) Furtive movement and unusual behavior are threat indicators.
- 4) Subjective indicators of danger based on non-verbal cues (eye contact, body language, ETC.)
- 5) Narcotics and other illegal objects in plain view are threat indicators.
- 6) Multiple suspects trying to verbally/physically distract officer(s) are indicators.
- 7) Location and furtive movement of hands is a critical threat indicator.
- 8) Subjects that seem out of place based on an officers experience in a particular area can indicate a potential threat.
- 9) An unusually pleasant or cordial suspect, for no apparent reason, can be an indicator.
- 10) Certain tattoos indicate membership in gangs, prison experience, and/or other dangerous affiliations.
- 11) Failure to comply with an officer’s lawful order is a threat indicator.

### **Management of Aggressive Behavior**

#### **Non-verbal communications: The Three Key Areas**

- 1) Space
- 2) Eye Contact
- 3) Gestures and Posture

#### **Space:**

#### **Reactionary Gap**

As a general rule if we are within four feet of a person, and that person decides to punch, stab, kick, or disarm us, there is very little we can do about it. Within the four foot zone their reaction will usually beat our reaction, or our reaction time will be slower.

If a potential aggressor enters our personal space or if we have to enter their personal space, our hands should be at waist level or higher in a non-aggressive manner to reduce the time it takes us to react if an assault is attempted.



## **Approaching Potential Aggressors**

- 1) Have a mental plan of what we will do if violence occurs.
- 2) Approach and stop within four feet.
- 3) Approach from the front and then blade your body 45 degrees relative to him.
- 4) Approach to the weak side of person.

## **Supportive/Defensive Stance**

A supportive, non-aggressive stance is assumed by:

- 1) Placing your body at approximately 45 degree angle relative to the potential aggressor.
- 2) Placing your weak foot forward and your strong foot to the rear.
- 3) Feet should be shoulder to shoulder width apart or wider.
- 4) Head should be directly over your hips and weight equal on both feet, knees slightly bent.
- 5) Safest distance is a minimum of 4 to 6 feet from the aggressor.
- 6) Hands should be at waist level or above in a non-aggressive manner.

## **Eye Contact:**

Proper use of eye contact is an important non-verbal communications skill and you can use this skill to indicate concern, support, confidence, and authority to others.

Results of maintaining constant eye contact- Maintaining constant eye contact while speaking can be interpreted as trying to dominate the other person, also raises their anxiety level, seen as an aggressive act. Decreasing eye contact reduces the power role and increases the helper role.

Maintaining constant eye contact while we speak and are taller than the other person may be interpreted as an attempt at dominance.

Maintaining constant eye contact while we speak and are shorter than the other person may be interpreted as overconfidence or a challenge. The opposite is true when the other person is speaking to us. Now, we want to maintain eye contact and gesture with small head nods or a slightly bowed head to show our support.

## **Importance of Eye Signals**

Pupil size: Pupils cannot lie. The pupils of the eyes will dilate or contract as a person's attitude changes from positive to negative or vice-versa. When a person becomes excited, the pupils can dilate up to 4 times their

normal size. When a person becomes angry, or there is intense hatred, the pupils will contract. Contraction of the pupils is also known as “snake eyes” or “beady eyes.”

**Alternating eyes:** When a person’s eyes are alternating from our eyes to our chest or our hands and back, it may indicate that they are “sizing us up.” We should maintain a proper distance and establish a good defensive position.

**Jerking eyes:** This may indicate that the person is hallucinating. They may believe that they are communicating with God or Satan, with a non-existent friend or neighbor, or they are being spied on by an imaginary person.

**Darting eyes:** When a person’s eyes are darting from side to side or up and down, it may indicate agitation. Create space and establish a good defensive position.

## **Importance of Body Signals**

**Lips:** Quivering lips may be a sign of anxiety. When the lips are pushed forward bearing the teeth, it is a sign of anger. Tight or tense lips are usually a sign that an assault is imminent.

**Breathing:** The rate of breathing normally increases and gets deeper with aggression. A heaving chest may be a sign that an aggressor is about to attack.

**Hands:**

- 1) Wringing hands indicate anxiety.
- 2) Opening and closing of the hands show anxiety or aggression.
- 3) Hands on the hips indicate assertion.
- 4) Hands folded in front of the groin is non-aggressive.
- 5) Hands in the martial arts stance is aggressive.
- 6) Closed fists with white knuckles indicate aggression.
- 7) Hands close to the body, palms to the rear show possible aggression.
- 8) One hand open, one hand closed indicates a weapon is possibly hidden.
- 9) One or both hands behind the back indicates a weapon is possibly hidden.

**Elbows:** When the elbows are close to the body, this indicates tension, but if they are away from the body, this indicates a relaxed state.

**Index Fingers:** When someone points their finger or simulates pulling a trigger with their index finger, or runs their finger across their throat in a cutting fashion, these are usually good signs of aggression.

**Legs or Stance:**

- 1) When weight is equal on both feet, this is usually non-aggressive.
- 2) When bobbing up and down on the balls of the feet, this usually indicates aggression.

- 3) When rocking from toes to heels, this is usually aggressive.
- 4) When the front knee is bent and the rear knee is locked, this is an aggressive sign.
- 5) When they shift their body toward you, this is usually aggressive.
- 6) When they shift their body from you, this may represent a threat, that they are looking for an escape or a weapon, or it may simply be a signal of submission.

Expanding the Body: Expanding the body, making it appear larger, is usually a sign of aggression, while contracting the body, making it appear smaller, is usually non-aggressive.

Leaning the Body: Leaning the entire body slightly forward, along with other support signals, increases the message of support. Leaning the body slightly backwards has the opposite effect, and indicates unconcern or fear.

Standing Vs. Sitting:

- 1) If we stand, and the potential aggressor sits, we are perceived as more aggressive.
- 2) If we stand, and the potential aggressor stands, we are perceived as less aggressive.
- 3) If we sit, and the potential aggressor sits, we are perceived as the least aggressive.
- 4) We should sit blading our body 45 degrees and at least 4 feet from the potential aggressor in order to be perceived as supportive and to be safe from assault.

### **The Three Stages of Conflict**

There are three stages that people go through during conflict and include the following:

- 1) Anxiety
- 2) Losing control verbally
- 3) Losing control physically

### **Use of Verbal Communications Skills in Management of the three stages:**

We need to maintain a calm reassuring voice when communicating with people. We also need to communicate on their level, and, paralanguage, which is the way we say things, is very important. Whether we treat people as equals or as though they were inferior is reflected in our tone, volume, and rate of speech.

Listed are some common verbal communications skills that have been proven to be effective. Most of the verbal skills create and sustain conversation and the longer the length of conversation, the less the probability of physical conflict.

- 1) Introduce yourself: say “Excuse me sir/ma’am, my name is .... And I’m from....., How can I help you?” This technique gets their attention and puts the focus on you. It also establishes who you are, your position, and sets the tone.

- 2) Ask them to repeat what they said: say, “I’m sorry but I didn’t catch that. Would you please repeat what you said?” Ask them to repeat what they said whether you heard them the first time or not. This is part of active listening and shows that you care. Not only are you showing concern for them, but also your support. This technique reduces potential aggressor’s anxiety and helps you to begin a conversation. It allows them to save their face by rephrasing their statement and to hear what they said. This also gives you time to think, to formulate a plan, and to clarify the problem.
- 3) Ask questions: In a non-threatening and supportive manner ask, “I wonder if you could tell me.... Who...? What...? When....? Where...? Why...? How...?” Preface these questions with. “I wonder.... I don’t understand.... I need to know....” or etc. This also shows your concern, reduces anxiety, gets a conversation going, diverts their attention to talking about the problem, and gives you time to think and plan.
- 4) Repeat what they have said: (also called the “reflection” or “playback” technique). “Joe/Mary, if I heard you correctly, you said....” This shows you concern, indicates that you are listening, gets a conversation going, and gives you time to think and plan ahead.
- 5) Re-Direct anger to the past: You do this by saying, “I felt that you were angry,” or, “You became angry because...”, this technique causes them to think of their anger as having occurred in the past.
- 6) Interrupt by using their names: “Excuse me, Joe/Mary.” A person’s first name is the single most important word in the dictionary. Using their name puts them on your level and personalizes the encounter.
- 7) Use “We”: When you use we, it indicates that what you say is not an order. It also indicates togetherness. Say, “Why don’t we....?” We is the next most important word in the dictionary and using it puts you on the same level with them. It also reduces their anxiety, which in turn, increases your chances of compliance.
- 8) Get them to sit with you: Say, “I would feel better if we sat down.” This relaxes numerous muscle groups and reduces anxiety. You should take the lead in sitting and use the proper seating arrangement of 4 to 6 feet away from each other at a 45 degree angle. At the same time, an offering of chewing gum, water, or coffee is a good technique to direct their thought processes to what you are doing and saying.
- 9) Get them to walk with you: Say, “Why don’t we walk over to the..... and get a cup of coffee.” Walking reduces anxiety, expends energy, and removes them from their source of anger. Removing them from another party who might reignite the aggression, or from a group of people where they feel they have to resist in order to save face is of great benefit.
- 10) Use Pacing Techniques: Pacing means setting an example, taking the lead, or getting in rhythm with someone. When you use “I” in pacing techniques, it transfers the focus of anger to you, the mediator. Examples of pacing are:
  - a. Sensory: “I feel/I sense that you are upset with...”
  - b. Visual: “I can see that you are upset with....”
  - c. Auditory: “I hear/I understand exactly what you are saying.”

These techniques provide feedback which is part of active listening.

- 11) Use voice control: Controlling your volume, tone, and rate of speech is critical and an important element of active listening. Approximately 10% of communication is verbal. Of that, 7% is what you say, 38% is how you say it, and 55% is your facial expressions as you say it. It is not what you say, but

how you say it that is important. For example, if someone asks, “How was your day,” you can answer “Great” meaning wonderful, or “Great” meaning disgusting. Your tone, volume, rate of speech, and facial expressions can indicate your enthusiasm or sarcasm. Also, the voice changes when someone lies. The rate and volume increases and the tone goes up most of the time. Examples would be someone saying rapidly and with increased volume, “Honest to God!” or “you may not believe this, but....”

- a. Rate of Speech: The rate of speech can show fear, lack of interest, honesty, authority, or support.
- b. Tone: Tone can indicate anger, resentment, meekness, assurance, support, or authority.
- c. Volume: Volume can show aggressiveness, meekness, support, or authority.

12) High-risk verbal techniques: These are not a good idea, regardless of whether they are used in jest or to try to add humor to a tense situation. Someone is usually offended or angered.

- a. “Look shorty/tubby/four eyes,” etc.
- b. If I can’t handle you, we have 10 more where I came from”

# Project/Dam Surveillance

## Introduction

Project and dam surveillance is an important aspect of every employee of the lake. Project surveillance includes the entire project from campgrounds, day-use areas, administrative areas, and the land and water. Dam surveillance is helpful in ensuring the dam is functioning and safe and for noticing any unusual events or conditions that are not normal for the dam.

## Project Surveillance

Project surveillance helps ensure the safety of all visitors of the project as well as the structures, land and water resources of the project. While patrolling the project you should always look for changes in activity or looks of certain areas that might lead to security issues, vandalism, or degradation of the projects resources. You want to first make yourself as familiar as possible with visitation use and times as well as looks of certain areas. This will make it easier for you to notice possible changes that will need to be observed.

Examples:

- Increased traffic into a campground/campsite at late hours of the night.
  - Possibly ongoing party in campground, possible drug deals happening at a campsite. Survey the situation and keep track of what is happening.
- Vehicle going into dead end road at lake at 0300.
  - Possible suspicious activity, monitor situation, might want law enforcement to check on vehicle with you.
- Vehicle tracks through field that is gated off from public access.
  - Check with employees that might have been in field, make sure gates haven't been busted open. If field is leased to a farmer maybe they were in the field recently. Follow tracks, they may lead to possible reason for being in field like cutting wood, mudding, spotlighting, etc.

These are just a few examples of things that could happen at our lake projects, ask other rangers at your lake about things that have occurred in the past. Most importantly keep alert and always monitor the areas around you for possible changes and security issues.

## Dam Surveillance

Dam surveillance helps ensure the safety of the dam and ultimately the safety of lives and property below the dam. Alertness and attentiveness on the part of individuals who are at the dam in the course of their normal duties could detect early signs of potential dam safety problems or concerns. There are also instruments associated with the dam that help us monitor the dam. The one that rangers deal with the most are piezometers, these are vertical pipes running down into the dam that help us monitor the water elevation of the dam, long term trends should be established through scheduled readings so that major changes can be noticed. Read over your projects Dam Surveillance Plan to make yourself aware of potential dam safety concerns for your projects dam as well as locations and types of instrumentation used. This will also make you aware of the surveillance levels, each lake has a set lake elevation where they could shift from routine surveillance to increased surveillance and then from increased to critical surveillance. All of the lake projects within the Kansas City District have their own potential concerns with their dams but there are some things to look for that could be issues at all projects.

Examples:

- New depression in roadway on dam
- Sloughing of dirt or rock on slope of dam
- New seep or leak that was not there before
- Cracks in concrete foundation areas of dam
- Muddy water in areas of known seeps or leaks

As mentioned earlier consult your projects dam surveillance plan for specific areas to watch at your lake. These specific areas are good to keep an eye on but you should not totally focus on them, then entire dam should be part of your inspection. Become familiar with certain features and layouts of your projects dam so that you can better recognize changes. Whenever issues are noticed let your Park Manager/Project Manager know as soon as possible.

## U.S. Army Corps of Engineers

### Safe Self CD-ROM

**Safe Self is a CDROM-based training program developed by the NRM Career Development Committee for field personnel. This interactive program enhances and supplements existing VA training pertaining to tactical communication and, more importantly, provides excellent guidance on how to avoid and diffuse potentially dangerous situations.**

**Please have all new seasonal hires view and complete Safe Self within the first pay period of being hired. This will give them a better understanding of what challenges they may face at work, as well as give them key tools they can use to diffuse hostile situations.**

### **Verbal Judo Institute**

The Verbal Judo Institute, Inc., founded by George J. Thompson, Ph.D., is internationally recognized for its communications training programs.

*Verbal Judo*, upon which this *Safe Self* training program is based, begins with a habit of mind. In Japanese, the word “*ju*” means “*gentle*” and the word “*do*” means “*way*.” “*Judo*,” then, means “*the gentle way*” and “*Verbal Judo*,” the “*gentle way with words*” or “*the gentle way, or art, of persuasion*.”

Contrast judo with karate. Both are self-defense techniques; however, karate is characterized by lashing out and hammering back at someone who attacks you. Judo, on the other hand, is redirective rather than confrontational. It uses the other person’s momentum to pull them off balance, but there is no hammering back.

When you receive verbal abuse from a customer and return it in kind, you are using verbal karate - lashing out with harmful, destructive words. Verbal karate is characterized by:

- the unprofessional use of language
- the use of words to express your personal feelings
- the use of self-referential language
- not being in contact with the audience
- an off-target reaction

When you use the words that rise most readily to your lips, you run the risk of giving the greatest speech you’ll ever live to regret.

There is no apology for verbal karate. There is no taking back harmful words. They’ve been said; they’re out there; and people never forget them.

Anyone can make someone angry. It’s easy to do. The mark of a professional is to be able to *calm* someone down.

*Verbal Judo*, the “Martial Arts of Mind and Mouth,” is characterized by:

- the professional use of language
- the use of words to achieve professional objectives
- being in contact with the audience
- skillful communication that is on target

*Verbal Judo* is mastery through adaption. It is simply the ability to keep calm inside, to read the audience, and find the right words for the right person at the right time in order to redirect that person’s behavior.

The *Verbal Judo* material, upon which this Safe Self training program is based, is copyrighted and may not be used without written permission from the Verbal Judo Institute, Inc.

For additional information on the Verbal Judo Institute, Inc., please visit their web site at [www.verbaljudo.com](http://www.verbaljudo.com)



## Critical Incident Stress Management

Critical Incident Stress Management (CISM) is a program designed to provide peer support and healthy life choices in response to stressful work environment incidents.

CISM is a process designed to lessen the overall impact of acute or cumulative stress and to accelerate recovery in people who are having normal reactions to abnormal events.

Any incident, regardless of the type, may be defined as "critical" if unusually strong emotions are generated in the people involved, for example:

- Line of duty death or serious injury
- Employee suicide or unexpected death
- Significant events involving children
- Traumatic events including disasters
- Exposure to grieving public
- Extended negative media exposure

The CISM Team provides information about critical incidents and stress reactions that employees can use to help identify healthy life choices. The team provides an atmosphere of concern and caring as well as identifying personal options for dealing with stress including:

- Pre-Incident and stress education
- Confidential on-scene group interventions.
- Confidential one-on-one support and individual interventions.
- Emergency mobilization and demobilization
- Post visit follow-up
- Employee Assistance Program referral

## Critical Incident Stress Prevention Tips

- Strenuous physical activity coupled with relaxation reduces some reactions to stress
- Eat well-balanced and regular meals (even if you don't feel like it)
- Take rest breaks
- Do activities you enjoy
- Keep your life as routine as possible
- Confide in someone you trust
- Structure your time; keep busy
- Limit exposure to sights, sounds, and odors
- Share your feelings with co-workers and be aware of their feelings.
- Give yourself permission to react, don't try and hide your feelings
- Talk to people, they do care – talk can be the most healing medicine
- Avoid alcohol and drug use



For more information, please contact the National Operations Center

Mark Roderick 618-724-2493  
Larry Bogue 469-487-7062  
Melissa Salsgiver 724-763-3161  
Chris Smith 501-324-5674

Visit our Gateway Site at [corpslakes.usace.army.mil/employees/cism/cism.html](http://corpslakes.usace.army.mil/employees/cism/cism.html)



US Army Corps of Engineers®



CRITICAL INCIDENT STRESS MANAGEMENT

## CRITICAL INCIDENT STRESS MANAGEMENT

## U.S. ARMY CORPS OF ENGINEERS

### What is Stress

Have you experienced an incident that caused unusually strong emotional reactions? Have you ever felt overwhelmed by job stressors?

These reactions, if not addressed, have the potential to interfere with your ability to function either at work or at home.

Although the event may be over, you may experience some very strong physical or emotional reactions. It is very common for people to have aftershocks when they have passed through a horrible event.

Sometimes the emotional aftershocks appear immediately. Occasionally they appear hours or days later. In some cases, weeks or months may pass before stress reactions occur.

The signs and symptoms of a stress reaction may last days, weeks, or longer depending on the severity of the event.

With the understanding and the support of peers, stress reactions usually pass more quickly. Occasionally, the traumatic event is so painful that professional assistance from a counselor is necessary.

The CISM Peer Supporter cadre consists of Corps employees from all fields who have undergone special training to help you.

### Signs and Symptoms of Stress

These signs are temporary and should go away with time. If these continue or interfere with your home or work life, please contact your Employee Assistance Program (EAP), your family doctor and/or your clergy or minister.



Intellectual Symptoms: Your Mind	Emotional Symptoms: How You Feel
<ul style="list-style-type: none"> <li>• Memory problems</li> <li>• Difficulty making decisions</li> <li>• Inability to concentrate</li> <li>• Confusion</li> <li>• Seeing only the negative</li> <li>• Repetitive or racing thoughts</li> <li>• Poor judgment</li> <li>• Loss of objectivity</li> <li>• Desire to escape or run away</li> </ul>	<ul style="list-style-type: none"> <li>• Moody and hypersensitive</li> <li>• Restlessness and anxiety</li> <li>• Depression</li> <li>• Anger and resentment</li> <li>• Easily irritated and "on edge"</li> <li>• Sense of being overwhelmed</li> <li>• Lack of confidence</li> <li>• Apathy</li> <li>• Urge to laugh or cry at inappropriate times</li> </ul>
Physical Symptoms: Your Body	Behavioral Symptoms: Your Behavior
<ul style="list-style-type: none"> <li>• Headaches</li> <li>• Digestive problems</li> <li>• Muscle tension and pain</li> <li>• Sleep disturbances</li> <li>• Fatigue</li> <li>• Chest pain, irregular heartbeat</li> <li>• High blood pressure</li> <li>• Weight gain or loss</li> <li>• Asthma or shortness of breath</li> <li>• Skin problems</li> <li>• Decreased or increased sex drive</li> </ul>	<ul style="list-style-type: none"> <li>• Changes in eating habits</li> <li>• Sleeping too much or too little</li> <li>• Isolating yourself from others</li> <li>• Neglecting your responsibilities</li> <li>• Increased alcohol and drug use</li> <li>• Nervous habits (e.g. nail biting, pacing)</li> <li>• Teeth grinding or jaw clenching</li> <li>• Overdoing activities such as exercising or shopping</li> <li>• Losing your temper</li> <li>• Overreacting to unexpected problems</li> </ul>
Spiritual Symptoms: Your Soul	
<ul style="list-style-type: none"> <li>• Anger at God</li> <li>• Loss of meaning and/or purpose</li> <li>• Sense of isolation from God</li> </ul>	<ul style="list-style-type: none"> <li>• Anger at clergy</li> <li>• Questioning beliefs</li> <li>• Withdrawal from place of worship</li> </ul>



## **Suicide Prevention**

### **How to Help Someone who is Suicidal**

A suicidal person may not ask for help, but that doesn't mean that help isn't wanted. Most people who commit suicide don't want to die—they just want to stop hurting. Suicide prevention starts with recognizing the warning signs and taking them seriously. If you think a friend or family member is considering suicide, you might be afraid to bring up the subject. But talking openly about suicidal thoughts and feelings can save a life.

Suicide is a desperate attempt to escape suffering that has become unbearable. Blinded by feelings of self-loathing, hopelessness, and isolation, a suicidal person can't see any way of finding relief except through death. But despite their desire for the pain to stop, most suicidal people are deeply conflicted about ending their own lives. They wish there was an alternative to committing suicide, but they just can't see one.

### **Suicide Warning Signs**

- Talking about suicide - Any talk about suicide, dying, or self-harm, such as "I wish I hadn't been born," "If I see you again...", and "I'd be better off dead."
- Seeking out lethal means - Seeking access to guns, pills, knives, or other objects that could be used in a suicide attempt.
- Preoccupation with death - Unusual focus on death, dying, or violence. Writing poems or stories about death.
- No hope for the future - Feelings of helplessness, hopelessness, and being trapped ("There's no way out"). Belief that things will never get better or change.
- Self-loathing, self-hatred - Feelings of worthlessness, guilt, shame, and self-hatred. Feeling like a burden ("Everyone would be better off without me").
- Getting affairs in order - Making out a will. Giving away prized possessions. Making arrangements for family members.
- Saying goodbye - Unusual or unexpected visits or calls to family and friends. Saying goodbye to people as if they won't be seen again.
- Withdrawing from others - Withdrawing from friends and family. Increasing social isolation. Desire to be left alone.
- Self-destructive behavior - Increased alcohol or drug use, reckless driving, unsafe sex. Taking unnecessary risks as if they have a "death wish."
- Sudden sense of calm - A sudden sense of calm and happiness after being extremely depressed can mean that the person has made a decision to commit suicide.

## **When talking to a suicidal person**

### **Law Enforcement Bulletin on Suicidal subject at project:**

- If a vehicle or person is located that has been listed in a Law Enforcement bulletin as a possible suicidal subject then local Law Enforcement should be contacted and you should monitor the situation but do not approach the vehicle or person.

### **Incidental contact of suicidal subject:**

- If you unknowingly stumble onto a possible suicidal subject you should first check the scene for safety concerns like weapons, chemicals, or an aggressive subject.
- If safety concerns are identified then leave the scene immediately and let local Law Enforcement know what you observed and that you have left the scene.
- Whether you leave the scene due to safety concerns or remain on the scene contact local Law Enforcement and let them know about the situation.
- If you remain on the scene use the following do and don't list when talking with a suicidal subject.

#### **Do:**

- Be yourself. Let the person know you care, that he/she is not alone. The right words are often unimportant. If you are concerned, your voice and manner will show it.
- Listen. Let the suicidal person unload despair, ventilate anger. No matter how negative the conversation seems, the fact that it exists is a positive sign.
- Be sympathetic, non-judgmental, patient, calm, accepting. Your friend or family member is doing the right thing by talking about his/her feelings.
- Offer hope. Reassure the person that help is available and that the suicidal feelings are temporary. Let the person know that his or her life is important to you.
- If the person says things like, "I'm so depressed, I can't go on," ask the question: "Are you having thoughts of suicide?" You are not putting ideas in their head, you are showing that you are concerned, that you take them seriously, and that it's OK for them to share their pain with you.

#### **But don't:**

- Argue with the suicidal person. Avoid saying things like: "You have so much to live for," "Your suicide will hurt your family," or "Look on the bright side."
- Act shocked, lecture on the value of life, or say that suicide is wrong.
- Promise confidentiality. Refuse to be sworn to secrecy. A life is at stake and you may need to speak to a mental health professional in order to keep the suicidal person safe. If you promise to keep your discussions secret, you may have to break your word.
- Offer ways to fix their problems, or give advice, or make them feel like they have to justify their suicidal feelings. It is not about how bad the problem is, but how badly it's hurting your friend or loved one.
- Blame yourself. You can't "fix" someone's depression. Your loved one's happiness, or lack thereof, is not your responsibility.

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**US Army Corps  
of Engineers**



**G2 Intelligence and Security  
Countermeasures Branch &  
U.S Army Corps of Engineers  
Office of the Provost Marshal**

13 March 2009

### **SITUATIONAL AWARENESS MESSAGE**

(U) A situational awareness message may contain raw, unevaluated information and does not indicate an imminent or credible threat. This message is provided as a way to disseminate information about a situation or event that is deemed to be of interest to USACE and/or Dams Sector personnel.

#### **(U) Hydrogen Sulfide: A Potential First Responder Hazard**

(U//FOUO) When responding to incidents, especially possible suicides, USACE Park Rangers should be aware of the possibility of encountering hydrogen sulfide gas, a potentially lethal toxic industrial chemical.

(U//FOUO) Hydrogen sulfide is a colorless, toxic, and flammable gas with a strong odor of rotten eggs at low concentrations. Its odor is not a reliable indicator of its presence, however, because high concentrations or continuous exposure deaden the sense of smell. It can be produced by mixing a sulfur source (such as certain paints and pesticides) with an acid (such as those found in toilet bowl cleaners and disinfectants). The extent of the hazard will depend on the concentration of the reactive sulfur and acid in the items used.

(U//FOUO) Inhalation of hydrogen sulfide has become a popular means of committing suicide in Japan and could become more popular in the United States as publicity about these incidents spreads.

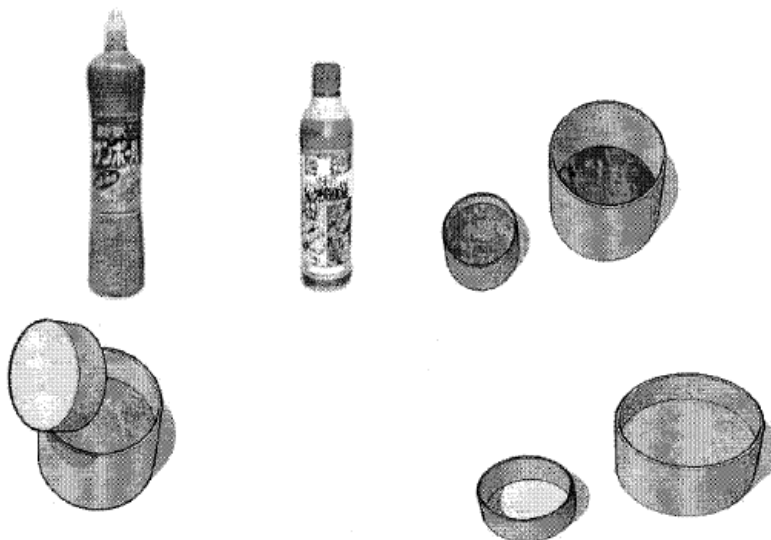
(U) In August 2008, law enforcement and fire units responded to a suicide involving hydrogen sulfide in Pasadena, California. The victim, found dead in his car, had mixed a fungicide and a toilet bowl cleaner in a plastic tray. First responders saw the tray with a "bright blue liquid" in the back seat of the vehicle. The man had placed a note on the car to warn first responders. Investigation indicated that he may have visited one or more of the numerous Japanese websites that provide information on how to commit suicide using hydrogen sulfide.

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(U) In Japan, press reports indicated that during the first six months of 2008, more than 500 people had killed themselves by inhaling hydrogen sulfide produced by mixing commonly available chemicals. Many of these incidents occurred in vehicles, apartments, or houses.

(U) In December 2008 a man was found by a USACE Park Ranger sitting in a car at a day use area. The man did not appear to be breathing and in the car were two buckets containing a yellow substance. There was a note on the window which said, 'Caution,' and a chemical name on it. The mixture of chemicals included sulfuric acid.



Images from Japanese website which shows steps in the creation of hydrogen sulfide

(U//FOUO) **USACE PMO Analysis and Force Protection Measures:** Terrorist training manuals have discussed using hydrogen sulfide gas in an attack. Law enforcement assesses that the chemical reactions described in the manuals are viable and would yield hydrogen sulfide, but no information indicates that a terrorist attack is imminent using this chemical. It would be difficult for terrorists to create fatal concentrations of hydrogen sulfide in large open areas because the gas would dissipate; however, terrorists could use it in enclosed spaces to cause disruption and panic.

(U) Effects of exposure to hydrogen sulfide include the following:

- (U) **Low concentrations:** Eye irritation, sore throat, cough.
- (U) **Intermediate concentrations:** Shortness of breath, headache, dizziness, nausea, vomiting, pulmonary edema.
- (U) **High concentrations:** Potentially fatal; exposure to concentrations at 800-1,000 parts per million or greater can result in immediate collapse with loss of breathing, even after a single breath.

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(U//FOUO) USACE Park Rangers should use caution when approaching a vehicle of a suspected suicide. If strange smells are emanating from the vehicle, or if open buckets or pails of liquids are seen inside, do not open the door. The Park Ranger should move away from the vehicle, stop others from entering the area, and notify law enforcement.

(U) Distribution Notice: Any further release, dissemination or sharing of this product, or any information contained herein, (beyond that indicated above) is not authorized without further approval from HQ Office of the Provost Marshal, DLL-HQ-Command Provost Marshal@hq02.usace.army.mil. For comments or questions related to the content or dissemination of this document, please contact: HQ Office of the Provost Marshal, DLL-HQ-Command Provost Marshal@hq02.usace.army.mil, Richard L. Roberts, [Richard.L.Roberts@hq02.usace.army.mil](mailto:Richard.L.Roberts@hq02.usace.army.mil), 202-761-1834, William L. Foster, [William.L.Foster@hq02.usace.army.mil](mailto:William.L.Foster@hq02.usace.army.mil), 202-761-8536.

(U) Prepared by: Richard L. Roberts, Criminal Intelligence Analyst, 202-761-1834

(U) Derived from: DHS WMD and Health Security Branch and the Los Angeles Joint Regional Intelligence Center, Intelligence Note, 26 September, 2008

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## **Cultural Diversity**

### **Survival Spanish**

Note: Good communication is effective conflict resolution.

\*Diffuse not Confuse

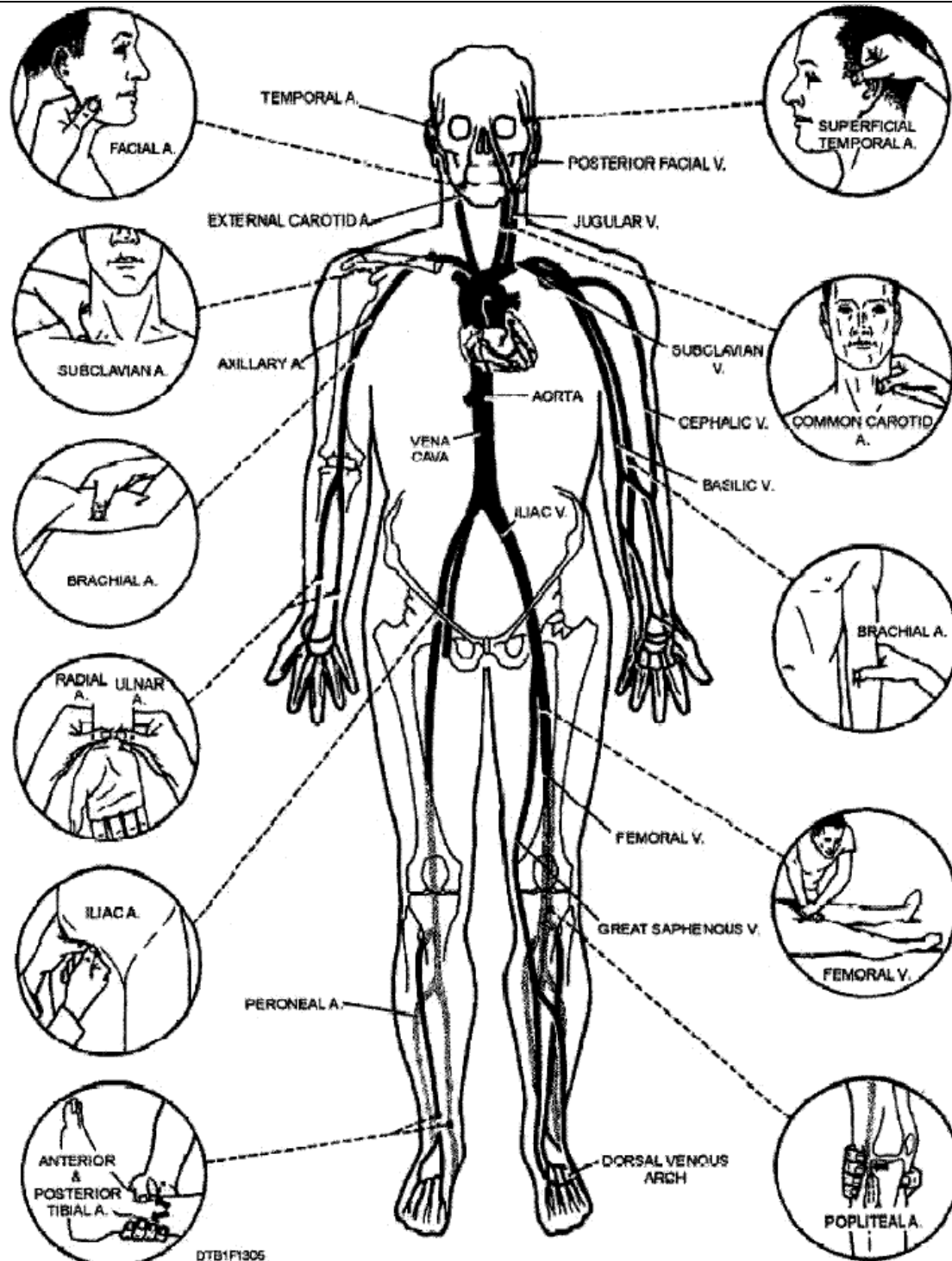
#### **Common words that you or I should know and understand...**

- |                  |         |                                  |
|------------------|---------|----------------------------------|
| 1) HABLA INGLES? | SI O NO | DO YOU SPEAK ENGLISH? YES OR NO. |
| 2) BUENOS DIAS   |         | GOOD MORNING                     |
| 3) BUENOS TARDES |         | GOOD AFTERNOON                   |
| 4) BUENOS NOCHES |         | GOOD EVENING                     |
| 5) HASTA LUEGOS  |         | GOOD BYE FOR NOW                 |

#### **Buzz Words**

- |                       |                             |
|-----------------------|-----------------------------|
| 1) ESCONDA            | HIDE                        |
| 2) ESCONDA LAS DROGAS | HIDE THE DRUGS              |
| 3) CORRA              | RUN                         |
| 4) CORRA DE AQUI      | RUN AWAY                    |
| 5) SALTE ENCIMA DE EL | JUMP HIM/JUMP ON TOP OF HIM |
| 6) *MATA LO!          | KILL HIM                    |
| 7) PISTOLA            | PISTOL OR GUN               |
| 8) CUCHILLO           | KNIFE                       |
| 9) NAVAJA             | PEN KNIFE                   |
| 10) DROGAS            | DRUGS                       |
| 11) COCAINA/COCA      | COCAINE                     |
| 12) MARIJUANA         | MARIJUANA                   |

# Pressure Points





## **Section E: Important Forms**

Page 82 - Ranger Log

Page 83 - Park Incident Report

Page 84 - Witness/Complaint Statement

Page 85 - Missing Persons Report

Page 86 - Oleoresin Capsicum Report of Use

Page 87 - Impounded Property Report

Page 88 - Attempt to Locate Information

Page 89 - Site Visitation Example

Page 90 - Vessel Safety Checklist

Page 91 - Example User Permit

Page 92 - Example Citation and Probable Cause

Page 93 - Example Warning Citation

**U.S. ARMY CORPS OF ENGINEERS  
DAILY RANGER REPORT AND INSPECTION**

ITEM	AREA INSPECTION	TIME IN TIME OUT	FINDINGS, ACTION TAKEN OR RECOMMENDATIONS	REFERRED TO:
REVIEWED BY:			SUBMITTED BY:	
			DAY OF WEEK:	DATE:

## PARK INCIDENT REPORT

**TYPE OF INCIDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARK/SITE NUMBER:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**VICTIMS NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**ADDRESS:**

**VEHICLE**

**LICENSE:**                      **STATE:**        **COLOR/MAKE:**

**SUBJECTS NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**ADDRESS:**

**VEHICLE LICENSE:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **COLOR/MAKE:** \_\_\_\_\_

**DETAILS OF INCIDENT:**

**WITNESSES:**

**OTHER AGENCIES INVOLVED:**

**REPORTING OFFICER:**

[illegible]

**U.S. ARMY CORPS OF ENGINEERS  
MISSING PERSONS REPORT**

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ PERSON TAKING  
REPORT \_\_\_\_\_

**A. MISSING PERSON(S):**

NAME: \_\_\_\_\_ SEX: MALE \_\_ FEMALE \_\_  
(LAST) (FIRST) (MI)

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIPCODE)

HOME PHONE NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

AGE: \_\_\_\_\_ DOB: \_\_\_\_\_ MEDICAL PROBLEMS: YES \_\_ NO \_\_

RACE: \_\_\_\_\_ (EXPLAIN) \_\_\_\_\_

HAIR COLOR: \_\_\_\_\_

HAIR LENGTH: \_\_\_\_\_

BEARD: YES \_\_ NO \_\_ MENTAL PROBLEMS: YES \_\_ NO \_\_

MUSTACHE: YES \_\_ NO \_\_ (EXPLAIN) \_\_\_\_\_

OTHER VISABLE DISTINGUISHING ITEMS: \_\_\_\_\_

TATOOS, BIRTH MARKS, ETC. \_\_\_\_\_

**B. GENERAL INFORMATION:**

AREA LAST SEEN: \_\_\_\_\_

AREA GOING TO: \_\_\_\_\_

HOW LONG OVERDUE: \_\_\_\_\_

MODE OF TRANSPORTATION: \_\_ VEHICLE \_\_ ATV \_\_ MOTORCYCLE \_\_ BICYCLE  
\_\_ BOAT \_\_ PWC \_\_ HORSE \_\_ PEDESTRIAN

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_ LICENSE/REGISTRATION: \_\_\_\_\_

**C. PERSON MAKING COMPLAINT:**

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MI)

ADDRESS: \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIPCODE)

TELEPHONE #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TELEPHONE #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(HOME) (WORK)

RELATIONSHIP TO MISSING PERSON: \_\_\_\_\_

OTHER AGENCIES NOTIFIED: \_\_\_\_\_

## **Oleoresin Capsicum Report of Use**

### **Immediate Notification**

*Use this reporting form immediately after any use of pepper spray. The complete report should be sent NLT (No Later Than) 12 hours via fax or email to the Chief's of following offices: Natural Resource Management, Operations, Safety, Office of Council, Security and Public Affairs.*

1. Date of Use: \_\_\_\_\_
2. Time of Use: \_\_\_\_\_
3. Location: \_\_\_\_\_
4. COE personnel involved: \_\_\_\_\_

5. Was the subject arrested? YES / NO

6. If Yes, by whom and what charges? \_\_\_\_\_

7. Subject(s) information:

Name	M / F	Address	DOB
------	-------	---------	-----

_____	_____	_____	_____
_____	_____	_____	_____

8. Your estimated distance from the subject when sprayed: \_\_\_\_\_

9. Number of times subject was sprayed: \_\_\_\_\_

10. Type and model of OC: \_\_\_\_\_

11. Length of time subject was affected: \_\_\_\_\_

12. What areas were affected by the OC? EYES / RESPIRATORY / SKIN / Other: \_\_\_\_\_

13. Did the subject resist after use of OC? \_\_\_\_\_

14. Was assistance received? YES / NO Who? \_\_\_\_\_

15. Did the subject resist after use of OC? \_\_\_\_\_

16. Circumstances (briefly state circumstances of use): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. Witnesses: YES / NO

Name	Address	Telephone #
------	---------	-------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

	Property Description
<input type="checkbox"/> Vehicles	
<input type="checkbox"/> Motorcycles	Make: _____ Model: _____ Color: _____
<input type="checkbox"/> PWC	
<input type="checkbox"/> Vessel	Year: _____ Tag/Registration #: _____
<input type="checkbox"/> Boat Trailer	
<input type="checkbox"/> Camp Trailer	VIN/Hull Identification #: _____
<input type="checkbox"/> Camp Equipment	
<input type="checkbox"/> Other	Vehicle Mileage: _____

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Owner Name: \_\_\_\_\_  
 \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI)  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)  
 Telephone #: \_\_\_\_\_ - \_\_\_\_\_ Telephone #: \_\_\_\_\_ - \_\_\_\_\_  
 \_\_\_\_\_ (Home) \_\_\_\_\_ (Work or Cell)

Impoundment Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Location Impounded From: \_\_\_\_\_  
 Reason for Impoundment: \_\_\_\_\_  
 Impoundment Location: \_\_\_\_\_  
 Tow Service Used: \_\_\_\_\_ Telephone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Tow Service Employee: \_\_\_\_\_  
 Impounding Ranger: \_\_\_\_\_ Time of Impoundment: \_\_\_\_\_

\_\_\_\_\_  
(Owner's Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
(Releasing Ranger)

**U.S. ARMY CORPS OF ENGINEERS  
ATTEMPT TO LOCATE INFORMATION**

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Name of person calling: \_\_\_\_\_ Call received by: \_\_\_\_\_

Caller's phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Call referred to: \_\_\_\_\_

Time call received: \_\_\_\_\_ Located: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Date call received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time Located: \_\_\_\_\_

Relationship to attempt to locate: \_\_\_\_\_ Date Located: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name of attempt to locate: \_\_\_\_\_ Caller Notified: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional names: \_\_\_\_\_

Type of emergency: \_\_\_\_\_

Priority: \_\_\_\_\_

Message: \_\_\_\_\_

\_\_\_\_\_

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Arrival Date: \_\_\_\_\_ Expected departure date: \_\_\_\_\_

Campground location: \_\_\_\_\_

Type of vehicle: \_\_\_\_\_ Type of camping unit: \_\_\_\_\_

License #: \_\_\_\_\_ License #: \_\_\_\_\_

State: \_\_\_\_\_ State: \_\_\_\_\_

Color: \_\_\_\_\_ Color: \_\_\_\_\_

Boat trailer license #: \_\_\_\_\_ Boat Registration #: \_\_\_\_\_

Type: \_\_\_\_\_ State: \_\_\_\_\_

Color: \_\_\_\_\_ Message: \_\_\_\_\_

\_\_\_\_\_

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List Areas Contacted Here (Such as sheriff's office, parks, other law enforcement):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**When your site was visited, the following items were noted:**

- \_\_\_\_\_ No vehicle pass was displayed on vehicle # \_\_\_\_\_.
- \_\_\_\_\_ Litter, garbage, or trash bags located on the campsite. (Please deposit all trash in receptacles.)
- \_\_\_\_\_ Gray water being allowed to dump onto ground. (Please use a receptacle and the dump station.)
- \_\_\_\_\_ Your campfire was left unattended. (Was extinguished due to high fire danger.)
- \_\_\_\_\_ Rock fire rings are not permitted. (Please discontinue the use of it.)
- \_\_\_\_\_ Please park your vehicles on or along the designated campsite. (Do not park on the grass.)
- \_\_\_\_\_ Please do not hang lanterns directly from trees. (Use the lantern pole provided.)
- \_\_\_\_\_ Please see the Park Attendant at Entrance Station as soon as possible.

Other issues noted: \_\_\_\_\_

**Your cooperation in correcting these items is appreciated!**

Ranger: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Time: \_\_\_\_\_

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- \_\_\_\_\_ Litter, garbage, or trash bags located on the campsite. (Please deposit all trash in receptacles.)
- \_\_\_\_\_ Gray water being allowed to dump onto ground. (Please use a receptacle and the dump station.)
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- \_\_\_\_\_ Please see the Park Attendant at Entrance Station as soon as possible.

Other issues noted: \_\_\_\_\_

**Your cooperation in correcting these items is appreciated!**

Ranger: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Time: \_\_\_\_\_

**Kansas City District**

**Vessel Safety Inspection Checklist**

Date:\_\_\_\_\_ Time:\_\_\_\_\_ Ranger:\_\_\_\_\_

Type of Contact:\_\_\_\_\_ Contact Location:\_\_\_\_\_

Vessel Information: Boat Operator:\_\_\_\_\_

Registration #:\_\_\_\_\_ Boat Make/Size:\_\_\_\_\_ #of Occupants:\_\_\_\_\_

**Checklist (Circle One)**

PFD's:   None   Insufficient   Inaccessible   7 or younger W/O

No Fire Extinguisher           No Sound Device           Over Capacity

No/Improper Registration   No Navigation Lights   No Wake

Restricted Area   Bow Riding   No/Under 12 Observer   Tied to Buoy

No Skier Down Flag   Unsafe Boating   PWC after Dark   No Boater Ed. Card

# Water Safety Contacts \_\_\_\_\_ # Verbal Warnings \_\_\_\_\_ # Written Warnings \_\_\_\_\_ # Citations \_\_\_\_\_

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**Kansas City District**

**Vessel Safety Inspection Checklist**

Date:\_\_\_\_\_ Time:\_\_\_\_\_ Ranger:\_\_\_\_\_

Type of Contact:\_\_\_\_\_ Contact Location:\_\_\_\_\_

Vessel Information: Boat Operator:\_\_\_\_\_

Registration #:\_\_\_\_\_ Boat Make/Size:\_\_\_\_\_ #of Occupants:\_\_\_\_\_

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# Water Safety Contacts \_\_\_\_\_ # Verbal Warnings \_\_\_\_\_ # Written Warnings \_\_\_\_\_ # Citations \_\_\_\_\_

# Example User Permit

**U.S. ARMY-CORPS OF ENGINEERS**

**USER PERMIT**

NAME OF CAMPER  
**TIM FRANZ**

PERMIT TYPE  
☒ CAMPING ☐ GROUP

NO. OF PEOPLE IN PARTY  
**4**

DATE ARRIVED  
**15 APRIL 93**

FEE PAID  
**\$16.00**

NOTE: 50% REDUCTION FOR BEARERS OF GOLDEN AGE/ACCESS PASSPORTS.

DISTRICT  
**KC**

PROJECT  
**ST**

NAME OF AREA  
**OTN**

SITE NUMBER  
**10**

SERIAL NUMBER  
**387023-14**

DATE DEPARTURE  
**17 APRIL 93**

GOLDEN AGE OR ACCESS PASSPORT NO.

CAR LICENSE  
**M2H 538**

STATE  
**MO**

ATTENDANT  
**Ken Wade**

ENG FORM 4457, Mar 87 PREVIOUS EDITION MAY BE USED. FISCAL COPY

U.S. GPO: 1990-271-273

staying First Night  
 Two Nights Camping  
 \$8.00 per night  
 April 15th & 16th

Kansas City  
 Stockton  
 Orleans  
 Trail  
 North

Date  
 Leaving  
 Before 6p

# Statement

Violation Number <b>A 2027881</b>	Officer Name (Print) <b>Phillips</b>	Officer No. <b>2269</b>
YOU ARE CHARGED WITH THE FOLLOWING VIOLATION		
Date and Time of Offense (mm/dd/yyyy) <b>12/13/2012 1400</b>	Offense Charged <input checked="" type="checkbox"/> CFR <input type="checkbox"/> USC <input type="checkbox"/> State Code <b>327.2(c)</b>	
Place of Offense <b>Missouri; Stockton Lake; Cedar County; Orleans Trail A Loop</b>		
Offense Description <b>Subject drove vehicle off of roadway &amp; began off-roading through hayfield.</b>		
DEFENDANT INFORMATION Phone: (417) 276-3113		
Last Name <b>Doe</b>	First Name <b>John</b>	M.I. <b>M</b>
Street Address <b>16435 E. Stockton Lake Dr.</b>		
City <b>Stockton</b>	State <b>MO</b>	Zip Code <b>65785</b>
Date of Birth (mm/dd/yyyy) <b>05/16/1984</b>		
Drivers License No. <b>N215273154</b>	D.L. State <b>MO</b>	Social Security No. <b>111-22-3333</b>
<input checked="" type="checkbox"/> Adult <input type="checkbox"/> Juvenile	Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Hair <b>Brown</b>
		Eyes <b>Brown</b>
		Height <b>6'01"</b>
		Weight <b>185</b>
VEHICLE DESCRIPTION VIN: <b>WBUXP5C73MA213412</b>		
Tag No. <b>B1F-75R</b>	State <b>MO</b>	Year <b>13</b>
		Make/Model <b>Ford F-150</b>
		Color <b>Red</b>
A <input type="checkbox"/> IF BOX A IS CHECKED, YOU MUST APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy). B <input checked="" type="checkbox"/> IF BOX B IS CHECKED, YOU MUST PAY AMOUNT INDICATED BELOW OR APPEAR IN COURT. SEE INSTRUCTIONS (on back of yellow copy). \$ <b>75.00</b> Forfeiture Amount + \$25 Processing Fee <b>PAY THIS AMOUNT → \$ 100.00 Total Collateral Due</b>		
YOUR COURT DATE (If no court appearance date is shown, you will be notified of your appearance date by mail.)		
Court Address	Date (mm/dd/yyyy)	
	Time (hh:mm)	
My signature signifies that I have received a copy of this violation notice. It is not an admission of guilt. I promise to appear for the hearing at the time and place instructed or pay the total collateral due.		
X Defendant Signature		

## STATEMENT OF PROBABLE CAUSE (For issuance of an arrest warrant or summons)

I state that on December 13, 2012 while exercising my duties as a law enforcement officer in the Western District of Missouri I observed a vehicle off-roading through a hay field in A loop of Orleans Trail Campground. I made contact with the vehicle and the owner was identified as John M. Doe of 16435 E. Stockton Lake Dr. Stockton, MO 65785. After visiting with Mr. Doe he agreed he should not have been off-roading through the field. I issued citation number A 2027881 to Mr. Doe for driving his vehicle off of a road way and offroading through a hay field.

The foregoing statement is based upon:

- ☒ my personal observation
- ☒ my personal investigation
- ☐ information supplied to me from my fellow officer's observation
- ☐ other (explain above)

I declare under penalty of perjury that the information which I have set forth above and on the face of this violation notice is true and correct to the best of my knowledge.

Executed on: 12/13/2012 Jerril Phillips  
Date (mm/dd/yyyy) Officer's Signature

Probable cause has been stated for the issuance of a warrant.

Executed on: \_\_\_\_\_  
Date (mm/dd/yyyy) U.S. Magistrate Judge

WARNING CITATION US ARMY CORPS OF ENGINEERS			
This WARNING CITATION is issued pursuant to Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 84 Stat. 1818). Future violations may result in referral to a U.S. Magistrate for action. (Privacy Act Statement on Reverse.) For additional information call:			
VIOLATION CFR - Chapter III, Title 36, Section 327. 11 (a) Dog off leash.		DATE OF VIOLATION 12/13/2012	
PLACE OF VIOLATION Hawker Point Campground; Site A-1		TIME VIOLATION NOTED 1430	
VEHICLE (Year and Make) 2007 Chevy Silverado		BODY STYLE Pickup	LICENSE NUMBER 1BN-515
NAME (Last - First - Middle Initial) Doe Jane		R	
ADDRESS 16435 E. Stockton Lake Stockton, MO 65785		PRINTED NAME OF RANGER Derrick Phillips	
		SIGNATURE Derrick Phillips	